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APPENDIX A - ALASKA OCCUPANCY AND USE

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Automated Land and Minerals Record System
ALMRS

Volume 20

Occupancy and Use Program

For:

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Bureau of Land Management
ALMRS-GIS Project Office - DSC
Denver Federal Center
Denver, Colorado 80225

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CHAPTER 1

INTRODUCTION

This document describes the current system for processing occupancy and use pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2520 Desert Land Application
2. 2530.01 Indian Allotment Trust Patent
3. 2535 Indian Fee Patent
4. 2541 Color-of-Title

Occupancy and Use contains the procedures for processing and executing real property conveyance from the standpoint of established acts, such as the Desert Land Entry Act, and other similar authorities. These procedures, currently employed by the Bureau of Land Management (BLM), delineate the functional step-by-step actions required by law to assess, review, and execute proposed transfer of land patents under the control of the Bureau. Although there are other minor occupancy and use case actions, it has been determined that the cases specified herein are appropriate to encompass the analysis of the current system model, which entails approximately ninety percent of the case type activity. The occupancy and use case type has been modeled in accordance with the requirements under section 2500 of 43 Code of Federal Regulations (CFR) and is based on information abstracted from various BLM field sites.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the occupancy and use program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page

references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

CHAPTER 2

DATA FLOW DIAGRAMS

The current occupancy and use program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;

2. a rectangle is an external entity (generally outside of BLM control);

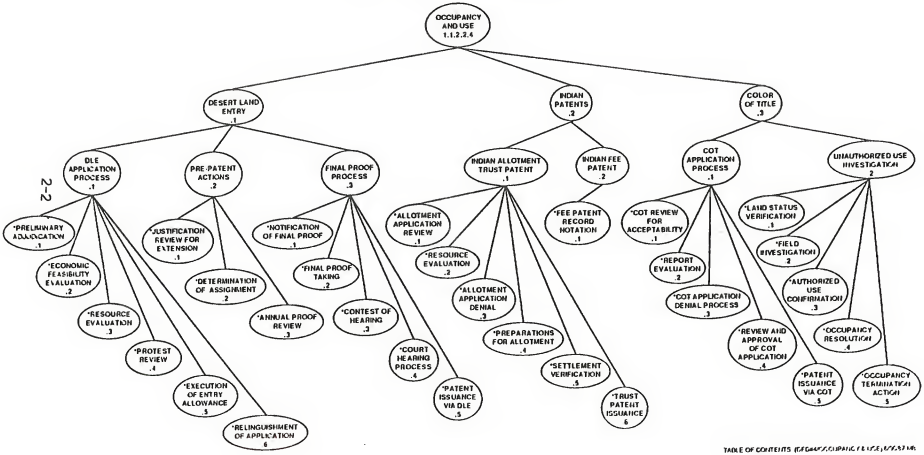
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);

4. a line is a data flow;

5. arrows at the ends of lines indicate the direction data is flowing;

6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

OCCUPANCY AND USE VISUAL TABLE OF CONTENTS



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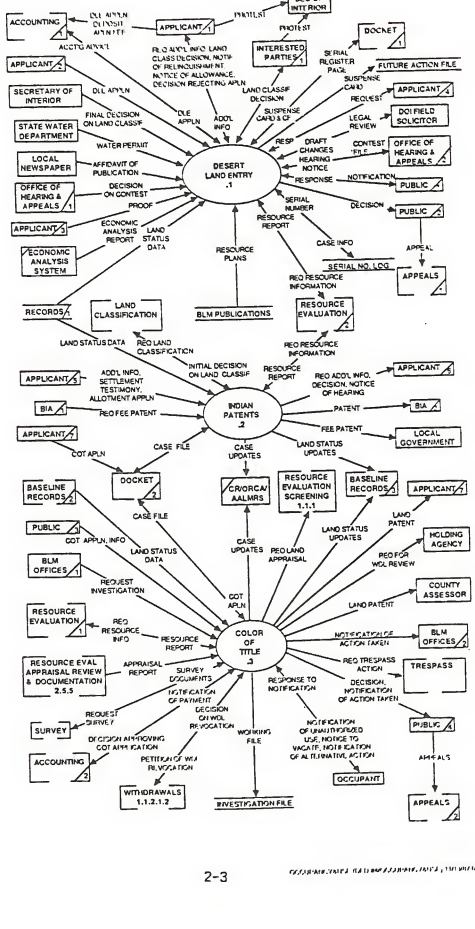
DATE: 4 6 87
LEVEL: 5



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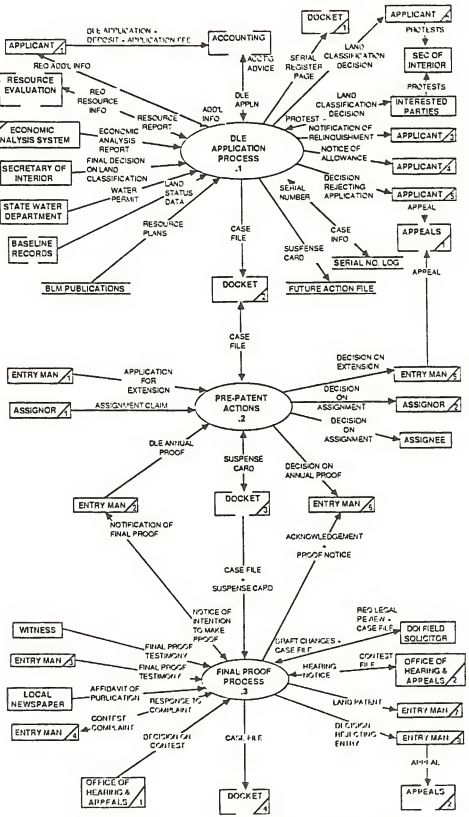

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DATE 2.21.87
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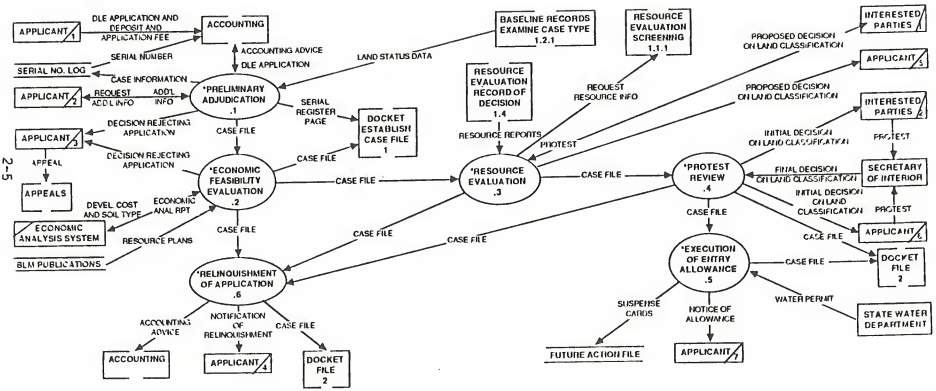

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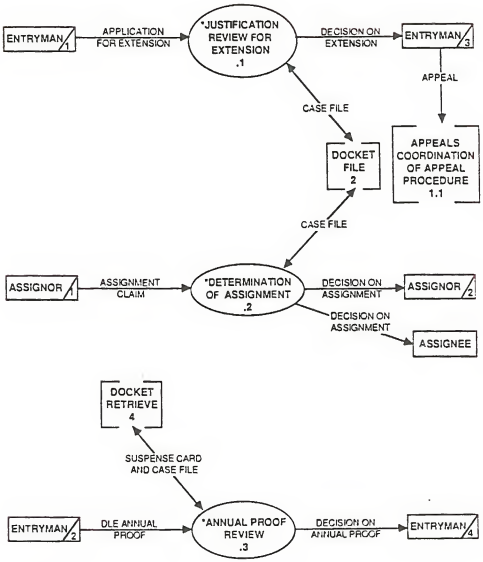
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APPLICATION FOR EXTENSION
*JUSTIFICATION REVIEW FOR EXTENSION .1
DECISION ON EXTENSION
ENTRYMAN 3
APPEAL
CASE FILE
DOCKET FILE 2
APPEALS COORDINATION OF APPEAL PROCEDURE 1.1
CASE FILE
ASSIGNOR 1
ASSIGNMENT CLAIM
*DETERMINATION OF ASSIGNMENT .2
DECISION ON ASSIGNMENT
ASSIGNOR 2
DECISION ON ASSIGNMENT
ASSIGNEE
DOCKET RETRIEVE 4
SUSPENSE CARD AND CASE FILE
ENTRYMAN 2
DLE ANNUAL PROOF
*ANNUAL PROOF REVIEW .3
DECISION ON ANNUAL PROOF
ENTRYMAN 4

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DFD: 5 OF 11
DATE: 2 28 87
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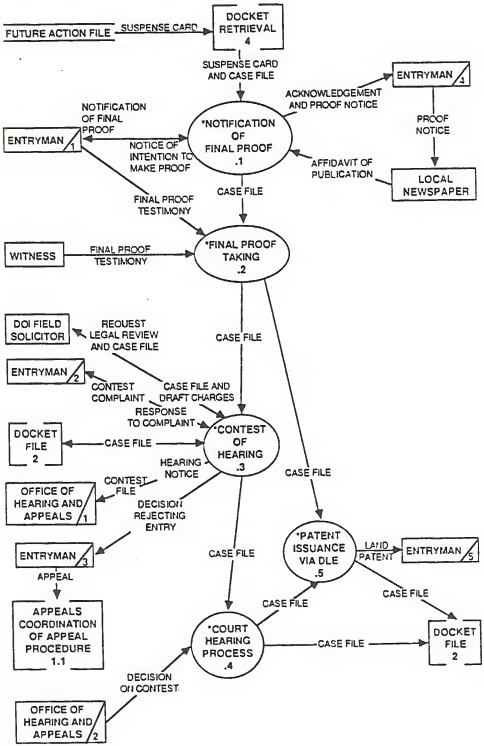

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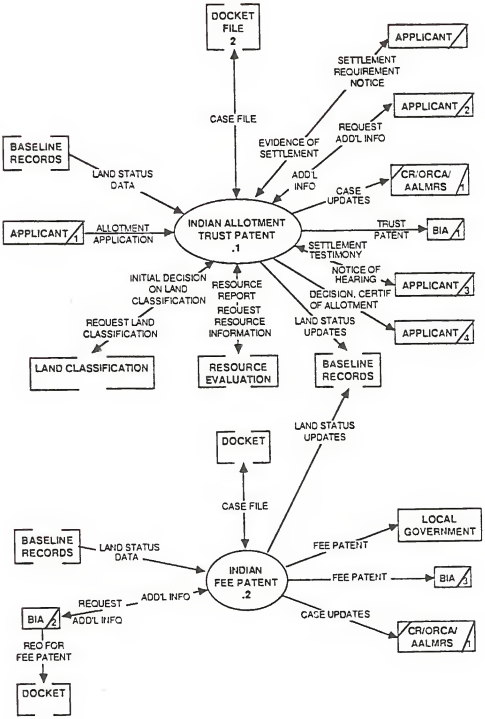

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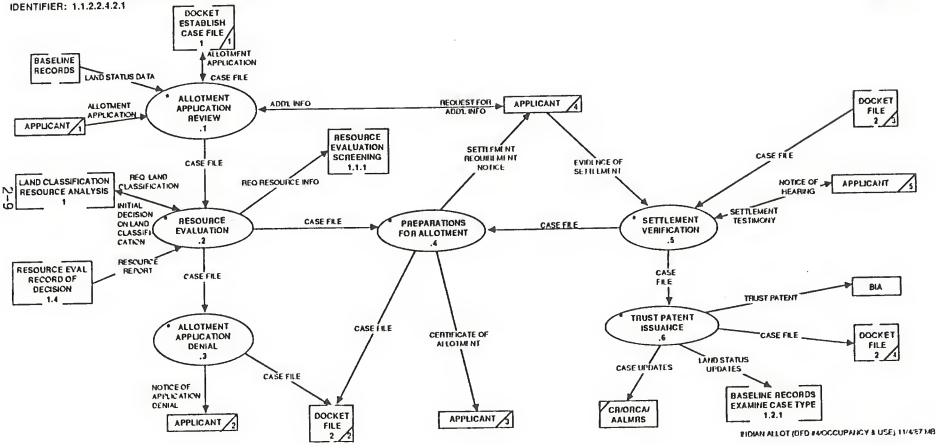

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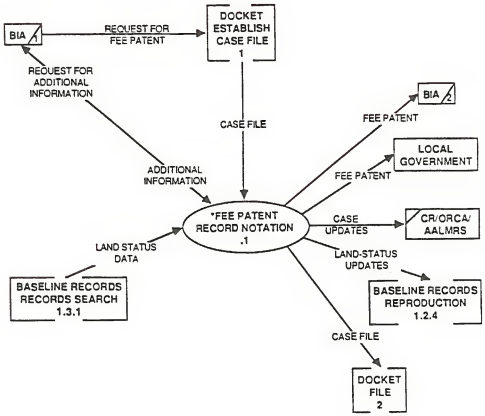
IDENTIFIER: 1.1.2.2.4.2.2

DFD: 8 OF 11
DATE: 2/28/87
LEVEL: 7



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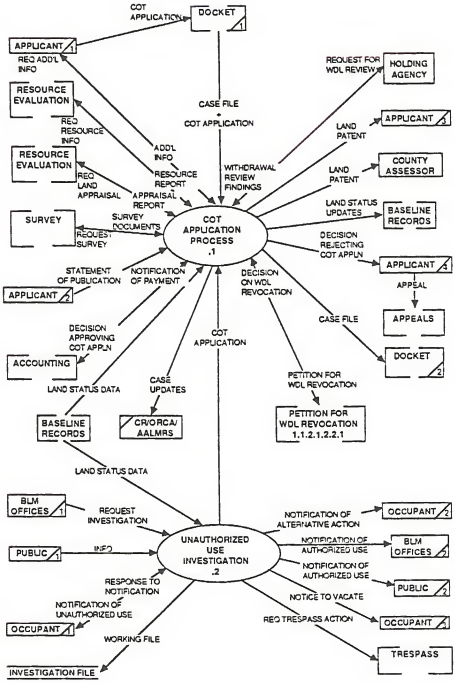

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DATE: 2/28/87
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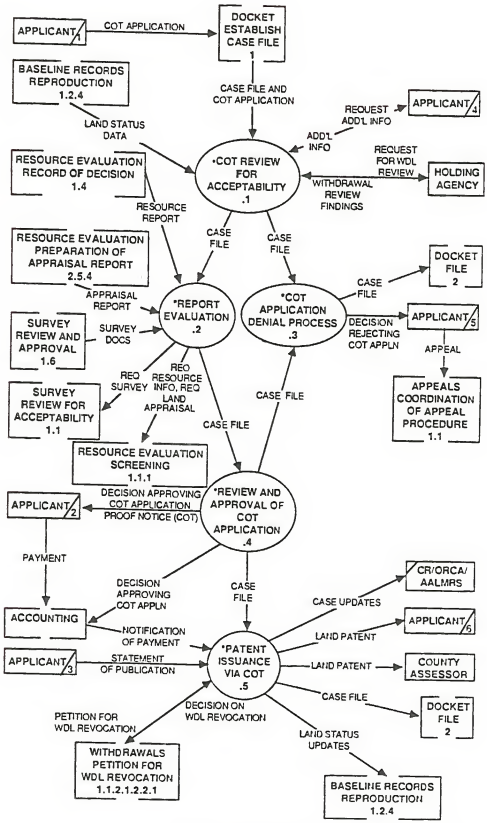

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DATE: 2/28.87
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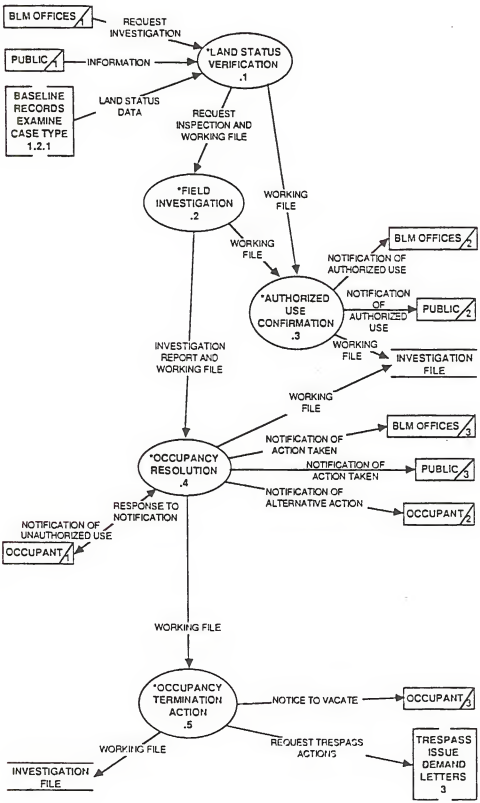


CHAPTER 3

PROCESS LIST

The following table lists all processes defined on the Data Flow diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.2.4.2.1.3	Allotment Application Denial	8	2-9	4-27
1.1.2.2.4.2.1.1	Allotment Application Review	8	2-9	4-22
1.1.2.2.4.1.2.3	Annual Proof Review	8	2-6	4-15
1.1.2.2.4.3.2.3	Authorized Use Confirmation	8	2-13	4-44
1.1.2.2.4.3	Color-of-Title	6	2-3	
1.1.2.2.4.1.3.3	Contest of Hearing	8	2-7	4-20
1.1.2.2.4.3.1.3	COT Application Denial Process	8	2-12	4-38
1.1.2.2.4.3.1	COT Application Process	7	2-11	
1.1.2.2.4.3.1.1	COT Review for Acceptability	8	2-12	4-34
1.1.2.2.4.1.3.4	Court Hearing Process	8	2-7	4-21
1.1.2.2.4.1	Desert Land Entry	6	2-3	
1.1.2.2.4.1.2.2	Determination of Assignment	8	2-6	4-1
1.1.2.2.4.1.1	DLE Application Process	7	2-4	
1.1.2.2.4.1.1.2	Economic Feasibility Evaluation	8	2-5	4-4
1.1.2.2.4.1.1.5	Execution of Entry Allowance	8	2-5	4-10
1.1.2.2.4.2.2.1	Fee Patent Record Notification	8	2-10	4-32
1.1.2.2.4.3.2.2	Field Investigation	8	2-13	4-43
1.1.2.2.4.1.3	Final Proof Process	7	2-4	
1.1.2.2.4.1.3.2	Final Proof Taking	8	2-7	4-18
1.1.2.2.4.2.1	Indian Allotment Trust Patent	7	2-8	
1.1.2.2.4.2.2	Indian Fee Patent	7	2-8	
1.1.2.2.4.2	Indian Patents	6	2-3	
1.1.2.2.4.1.2.1	Justification Review for Extension	8	2-6	4-13

PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.2.4.3.2.1	Land Status Verification	8	2-13	4-42
1.1.2.2.4.1.3.1	Notification of Final Proof	8	2-7	4-16
1.1.2.2.4.3.2.4	Occupancy Resolution	8	2-13	4-45
1.1.2.2.4.3.2.5	Occupancy Termination Action	8	2-13	4-47
1.1.2.2.4.3.1.5	Patent Issuance Via COT	8	2-12	4-41
1.1.2.2.4.1.3.5	Patent Issuance Via Desert Land Entry	8	2-7	4-22
1.1.2.2.4.1.2	Pre-Patent Actions	7	2-4	
1.1.2.2.4.1.1.1	Preliminary Adjudication	8	2-5	4-2
1.1.2.2.4.2.1.4	Preparations for Allotment	8	2-9	4-28
1.1.2.2.4.1.1.4	Protest Review	8	2-5	4-8
1.1.2.2.4.1.1.6	Relinquishment of Application	8	2-5	4-12
1.1.2.2.4.3.1.2	Report Evaluation	8	2-12	4-36
1.1.2.2.4.1.1.3	Resource Evaluation	8	2-5	4-6
1.1.2.2.4.2.1.2	Resource Evaluation	8	2-9	4-25
1.1.2.2.4.3.1.4	Review and Approval of COT Application	8	2-12	4-39
1.1.2.2.4.2.1.5	Settlement Verification	8	2-9	4-30
1.1.2.2.4.2.1.6	Trust Patent Issuance	8	2-9	4-31
1.1.2.2.4.3.2	Unauthorized Use Investigation	7	2-11	

CHAPTER 4

INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preliminary Adjudication

Identifier: 1.1.2.2.4.1.1.1

Parent Name: DLE Application Process

Description: This process defines the initial procedures for preparing the case file and verifying the land status for each Desert Land Entry (DLE) Application.

Policies/Procedures: The application of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
DLE Application Deposit Application Fee (Applicant) Serial Number (Serial No. Log)	Upon receipt of an application, deposit, and application fee, a case file is created by obtaining a serial number from the serial number log. (In some State Offices the serial numbers are allocated in blocks to various field offices.) The documents are then time stamped and entered into the case file. A serial register page is also prepared and sent to Docket for case file accountability.	Serial Register Page (Docket)
	The administrative information of each case is entered into the local casework logs for inclusion in the bi-weekly progress reports. This information is primarily used in tracking the status of each case.	Case Information (Casework Log)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preliminary Adjudication

Identifier: 1.1.2.2.4.1.1.1

Input	Process	Output
DLE Application (Accounting)	Upon receipt of an application contained in the case file, the adjudicator reviews the documents for completeness, accuracy, and compliance to Federal Requirements. If deficiencies are noted, the applicant is contacted to provide additional information which will perfect the application.	Request for Add't Information (Applicant)
Additional Information (Applicant)	The appropriate information provided by the applicant is then incorporated in the application or used as clarification for the case process.	
Land Status Data (Records)	The land's effect is verified to ensure no Government or Public purpose is currently active (e.g., Segregative effects). If conflicts exist, a decision is prepared and sent to the applicant to explain why the application was rejected. In addition, an accounting advice is sent to Accounting to refund all monies to the Applicant.	Decision Rejecting Application (Applicant) Accounting Advice (Accounting)
	At this time, the case file is assigned and delivered to the appropriate staff specialist for economic evaluation.	Case File (1.1.2.2.4.1.1.2)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Economic Feasibility Evaluation

Identifier: 1.1.2.2.4.1.1.2

Parent Name: DLE Application Process

Description: This process defines the fundamental steps for determining the economic feasibility of the applicant developing the specified land(s) within the constraints of Federal Regulations and Policies.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.1.1)	The Realty Specialist performs the following activities to assess the economic feasibility of developing the land: - Makes land examination - Reviews development plan for feasibility - Verifies proposed uses are consistent with MFP/RMP recommendations	
Resource Plans (BLM Publications)		
	To conduct the economic analysis, the Realty Specialist generates an economic analysis report by entering parameters (Development Costs & Soil Type) into the computer model.	Development Cost Soil Type (Economic Analysis System)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Economic Feasibility Evaluation

Identifier: 1.1.2.2.4.1.1.2

Input	Process	Output
Economic Analysis Report (Eco Analysis Sys)	Based on the report obtained from the computer model, an evaluation of the results is performed to determine the economic feasibilty of the applicant to develop the land. If it is determined that developing the land is not economically feasible, a decision is prepared and sent to the applicant rejecting the application for DLE. The Case file is terminated and sent to Docket for inactive retention. (This implies that updates are made to Case Recordation and Public Land Record System.)	Decision Rejecting Application (Applicant) Case File (Docket)
	If it is determined that the development of the land is economically feasible, the case is then prepared for resource evaluation.	Case File (1.1.2.2.4.1.1.3)
	At any time during this process, the applicant may request to relinquish the application for land entry. If this occurs, BLM will initiate case termination procedures as defined in the Relinquishment of Application" process.	Case File (1.1.2.2.4.1.1.6)

Process Name: Resource Evaluation

Identifier: 1.1.2.2.4.1.1.3

Parent Name: DLE Application Process

Description: This process defines the functional procedures required to conduct a resource evaluation (initial land classification steps) required to adequately determine the classification of the land(s), resource impacts, environmental assessments, and decision on suitability of entry.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.1.2) Resource Reports (Resource Info)	In determining the classification of the specified land(s), a resource report (i.e., land reports, NEPA reports, mineral reports, etc.) is prepared and reviewed to ascertain impacts, issues, and requirements that address the purpose of the land entry required.	Request for Resource Reports (Resource Info)
	Based on these findings, a proposed classification decision including recommendations and conditions is prepared and sent to the applicant and all interested parties (public); at which time, the involved parties are given 30 days to submit comments or protest the decision issued by BLM.	Proposed Decision on Land Classification (Applicant) Proposed Decision on Land Classification (Interested Parties)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Resource Evaluation

Identifier: 1.1.2.2.4.1.1.3

Input	Process	Output
Protest (Interested Parties)	If protests are received from interested parties, the realty specialist conducts an evaluation of the protest for justification and applicability to the entry case under consideration. Any protest determination or assessments will be documented in the initial decision on land classification. This decision is prepared at the end of the 30-day protest period (see Protest Review for detailed Case File description).	(1.1.2.2.4.1.1.4)
	At any time during this process, the applicant may request to relinquish the application for land entry. If this occurs, BLM will initiate case termination procedures as defined in the Relinquishment of Application process.	Case File (1.1.2.2.4.1.1.6)

Process Name: Protest Review

Identifier: 1.1.2.2.4.1.1.4

Parent Name: DLE Application Process

Description: This process defines the functional steps in coordinating protest issues from the applicant and/or interested parties as well as the preparation of the initial land classification decision. Protest issues may stem from the decision issued on proposed/initial land classification(s) that affect the applicant, surrounding landowners, or public interest.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.1.4)	The Desert Land Application Case is suspended for a period of 30 days from the date the applicant receives the proposed decision on land classification. At the end of this period, the realty specialist prepares an initial decision on land classification which may include changes to the original proposed decision based on BLM's concurrence of a protest. This decision is sent to the applicant and all interested parties. ** NOTE: The initial decision on land classification can also be protested. However, the protest must be made with the Secretary of Interior for a final decision.	Initial Decision on Land Classification (Applicant) Initial Decision on Land Classification (Interested Parties)

Process Name: Protest Review

Identifier: 1.1.2.2.4.1.1.4

Input	Process	Output
Protest (Interested Parties) (Applicant)	If the case had been protested up to the Secretary, a final decision on land classification will be sent to BLM along with a copy of the protest. Based on the final decision, BLM will either continue with the entry case incorporating the directed changes or terminate the case and send the case file to Docket for inactive retention. (This implies that updates are made to Case Recordation and Public Land Record System.)	Final Decision on Land Classification (Secretary of Interior) Case File (Docket) Case File (1.1.2.2.4.1.1.5)
	At any time during this process, the applicant may request to relinquish the application for land entry. If this occurs, BLM will initiate case termination procedures as defined in the of Relinquishment Application process.	Case File (1.1.2.2.4.1.1.6)

Process Name: Execution of Entry Allowance

Identifier: 1.1.2.2.4.1.1.5

Parent Name: DLE Application Process

Description: This process defines the functional steps for conduct of the final procedures in preparing and executing the land permit that authorizes the applicant official entry of the land.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.1.4)	The case file is reviewed for adequacy by the appropriate Lands Section (typically at the State Office) to encompass verification of special conditions suggested by the field office findings. If the classification is favorable and there are no pending discrepancies, a letter is prepared and sent in duplicate to the applicant requiring him to submit evidence of adequate water access and rights for the specified land.	Request Evidence of Water Rights (Applicant)
Water Permit (State Water Dept)	A verification of the water permit (received from the appropriate State Water Department) is conducted to ensure correctness of land description and other pertinent data.	

Process Name: Execution of Entry Allowance

Identifier: 1.1.2.2.4.1.1.5

Input	Process	Output
	If unusual arrangements or agreements for farming and/or development of entry had been established, a legal review will be required to determine legal impacts.	
	At this point, the notice of allowance is prepared and sent to the applicant approving land entry.	Notice of Allowance (Applicant)
	The case file is sent to Docket for final updates of the land status records and case recordation.	Case File (Docket)

Process Name: Relinquishment of Application

Identifier: 1.1.2.2.4.1.1.6

Parent Name: DLE Application Process

Description: This process defines the functional steps required in completing the relinquishment of a Desert Land Application.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.1)	At any time during the process of a DLE application, the applicant may request to relinquish his filings. If this occurs, the case file is then processed for termination.	
	The Applicant submits a relinquishment of Desert Land Application to the District Office.	
	The adjudicator completes the Accounting Advice closing the file and refunding the $.25 per acre deposit. One copy of the accounting advice goes to accounting for refund, and the other is put in the case file.	Accounting Advice (Accounting)
	A notification of relinquishment is sent to the applicant.	Notification of Relinquishment (Applicant)
	The back of the case file is then noted and returned to Docket (State Office) for noting of records. (Land Status updates and Case Recordation Entries.)	Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Justification Review for Extension

Identifier: 1.1.2.2.4.1.2.1

Parent Name: Pre-Patent Actions

Description: This process defines the functional steps in reviewing and processing the application for extension of time to make final proof submitted by the entryman.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Application for Extension (Entryman)	Applicant files an application for an extension of time to make final proof to the S.O. If rejected decision is issued, the application is terminated and the entry is cancelled. If application is allowed, the entryman is notified that additional time has been allowed in order to submit final proof. The entryman can file an appeal to IBLA/court. The case file is sent to Docket for active retention and noting the records (i.e., Case Recordation and Public Land Record Systems).	Decision on Extension (Entryman)
Appeal (Entryman)		Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Determination of Assignment

Identifier: 1.1.2.2.4.1.2.2

Parent Name: Pre-Patent Actions

Description: This process defines the functional steps in reviewing and processing the application for assignment of an allowed Desert Land Entry. This action transfers the ownership from the original entryman to a designated party.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Assignment Claim (Assignor) Case File (Docket)	The assignor (original entryman) files an application to issue an assignment in whole or in part of the original allowed Desert Land Entry.	
	A decision is issued by BLM either granting or rejecting assignment claim. If rejected, the requestor can file an appeal to IBLA/Court. If the assignment is approved, entry continues to final proof.	Decision on Assignment (Assignee) Decision on Assignment (Assignor)
	Case File is sent to Docket for active retention when assignment is approved or rejected. If the assignment is perfected, then the records must be noted (i. e., Case Recordation and Public Land Records System).	Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Annual Proof Review

Identifier: 1.1.2.2.4.1.2.3

Parent Name: Pre-Patent Actions

Description: This process defines the functional steps in processing the annual proof submitted to the State Office by the entryman.

Policies/Procedures: The application of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (Docket) Suspense Card (Docket)	The case file is sent from Docket (State Office) when the annual proof is due. This is triggered by the suspense card identifying activation dates for the case file.	
DLE Annual Proof (Entryman)	The entryman files the annual proof to BLM stating he has expended at least $1 per acre over the past year. The case file is noted and returned to Docket with a future action suspense card for call-up one year later (i.e., used for subsequent annual proofs).	Case File (Docket)
	If the entryman does not submit his annual proof or he does not expend the required $1 per acre over the past year, a decision is issued cancelling the entry.	Decision on Annual Proof (Entryman)
	At this time the case is closed and returned to Docket for inactive retention pending storage at the Federal Records Center (Archives).	Case File (Docket)

Process Name: Notification of Final Proof

Identifier: 1.1.2.2.4.1.3.1

Parent Name: Final Proof Process

Description: This process defines the functional steps in evaluating and determining the final proof on a desert land entry case. The final proof is the process verifying the statement submitted by the Entryman and his witness, purporting to prove the entryman has accomplished all things necessary to perfect his entry.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: The entryman can file for final proof anytime within the four-year period after allowance.

Input	Process	Output
Case File Suspension Card (Docket)	When an entry case becomes due for final proof, the case file along with the suspense card (a card specifying future actions) is sent from Docket (State Office) to the appropriate realty specialist. A courtesy notice is then prepared and sent to the entryman notifying him of a pending final proof action.	Notification of Final Proof (Entryman)
Notice of Intention to Make Proof (Entryman)	Upon receipt of a notice of intention to make proof, the realty specialist examines the notice for completeness, and if it is in order, acknowledges receipt by sending a notification to the entryman. At the same time, a letter requesting publication of proof notice is also sent to the entryman.	Acknowledgement (Entryman) Proof Notice (Entryman)

Process Name: Notification of Final Proof

Identifier: 1.1.2.2.4.1.3.1

Input	Process	Output
	** NOTE: The entryman must make arrangements at his own expense for publication of the proof notice in the designated newspaper and for submission of proof to the State Office.	
Affidavit of Publication (Local Newspaper)	About two weeks after the final publication, an Affidavit of Publication should be received from the publisher.	
	The case file is then suspended until two weeks prior to the scheduled proof date, at which time the case file is sent to the appropriate field office for final proof taking.	Case File (1.1.2.2.4.1.3.2)

Process Name: Final Proof Taking

Identifier: 1.1.2.2.4.1.3.2

Parent Name: Final Proof Process

Description: This process defines the functional steps in taking the final proof testimonies from the entryman and his witness in purporting to prove all requirements imposed on the entryman have been accomplished and satisfied.

Policies/Procedures: The application of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.3.1)	The case file is automatically called up two weeks in advance of the scheduled date for conduct of final proof taking.	
Final Proof Testimony (Entryman) (Witness)	The appropriate BLM office (typically, District Offices) will then take the final proof testimony from the entryman and his two (2) witnesses on the scheduled date and hour as outlined by 43 CFR 1823.	
	Upon completion of the taking of the proof, the realty specialist prepares a report on the entryman's compliance with the final proof requirements and returns the case file to the State Office with the proof papers, compliance report and recommendations, either to issue a patent or contest the entry for non-compliance.	Case File (1.1.2.2.4.1.3.3) Case File (1.1.2.2.4.1.3.5)

Process Name: Final Proof Taking

Identifier: 1.1.2.2.4.1.3.2

Input	Process	Output
	** NOTE: In some instances, the field examination of the entry (i. e., source of water, water delivery & distribution system, irrigation & cultivation) may be required prior to the scheduled proof date, may, in order to disclose unsatisfactory compliance with the final proof requirements. Such unsatisfactory compliance should be brought to the attention of the proof officer before the proof taking begins so that the proof office can pursue and obtain as much testimony as necessary from the entryman. This testimony should apply to the regular proof forms as well as taking supplemental proof testimony by transcribed questions and answers while the entryman is under oath.	

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Contest of Hearing

Identifier: 1.1.2.2.4.1.3.3

Parent Name: Final Proof Process

Description: This process defines the functional steps in processing a contest to final proof of the Desert Land Entry.

Policies/Procedures: The identificatin of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.3)	The case file, with a recommendation for contest of entry, is sent to Solicitor for legal review. If the solicitor agrees to the draft charges, then these charges will be included in the contest complaint.	Case File Request for Legal Review (Field Solicitor)
Case File Draft Charges (Field Solicitor)	Upon receipt of the draft charges from the Field Solicitor, the contest complaint is prepared by the realty specialist at the State Office. The complaint is then sent to the entryman requiring him to submit an answer within 30 days.	Contest Complaint (Entryman)
Response to Complaint (Entryman)		
Appeal (Entryman)	If the entryman does not submit an answer, a decision is issued cancelling the entry and the case closed. The entryman may appeal this decision. If he does submit an answer denying the charges, a contest file is sent to the Office of Hearings and Appeals for a hearing.	Decision Rejecting Entry (Entryman)
Hearing Notice (Office of Hearing & Appeals)		Contest File (Office of Hearing & Appeals)

Process Name: Court Hearing Process

Identifier: 1.1.2.2.4.1.3.4

Parent Name: Final Proof Process

Description: This process defines the functional steps of a court hearing on a final proof contest.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
-	As a result of a contest of entry the following actions may occur:	
Case File (1.1.2.2.4.1.3.3) Decision on Contest (Office of Hearing & Appeals)	The complaint and charges are submitted to Office of Hearing and Appeals, along with the Entryman's answers. The Administrative Law Judge conducts the hearing and renders a decision.	
	If the decision is adverse to the entryman, the case file is then sent to Docket for inactive retention.	Case File (Docket)
	If the decision grants the entryman patent to the land, BLM must then prepare and issue the land patent (See Patent Issuance for detailed description).	Case File (1.1.2.2.4.1.3.5)

Process Name: Patent Issuance Via Desert Land Entry

Identifier: 1.1.2.2.4.1.3.5

Parent Name: Final Proof Process

Description: This process defines the functional steps in preparation and issuance of the title to public lands.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR, Part 2520, Desert Land Entries
(b) BLM Manual 2520

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.1.2) Case File (1.1.2.2.4.1.4)	If the entryman has complied with all the development requirements in the Desert Land Act or final decision from the Office of Hearings and Appeals rules in favor of the entryman, a patent is then issued by the Realty Specialist at the State Office. A copy of the patent is put in the case file.	Land Patent (Entryman)
	The case file is returned to Docket where the patent information is posted in the records, and retained for storage.	Case File (Docket)

Process Name: Allotment Application Review

Identifier: 1.1.2.2.4.2.1.1

Parent Name: Indian Allotment Trust Patent

Description: This procedure identifies the functional steps needed to determine whether an Indian allotment application meets requirements of law and regulation. The purpose of the application is to provide verified Indians the vehicle to settle Federal land in order to obtain trust patent ownership of subject land.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 1862

Constraints: None.

Input	Process	Output
Allotment Application (Applicant)	BLM adjudicates the Indian allotment application for compliance with laws and regulations. The application is sent to Docket for the creation of a case file.	Allotment Application (Docket)
Case File (Docket)	A case file affixed with a serial number is returned from Docket for commencement of review and evaluation of the acceptability and stipulations relating to the land requested for settlement. Additional information may be required; and, if so, a request is sent to the applicant.	Request for Add't Information (Applicant)
Add't Information (Applicant)	If requested, the applicant will return any additional information to adjudicator to perfect the application process.	

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Allotment Application Review

Identifier: 1.1.2.2.4.2.1.1

Input	Process	Output
Land Status Data (Records)	A land status check is then made of the current land records to determine if the land is available for use. If the land is available, then the case is continued by assessing any resource impact during the conduct of the Resource Evaluation process. Possible actions of the application review could result in use of the following: 1) Prepare a decision letter rejecting application (See Allotment Application Denial) 2) Prepare letter accepting application. An accepted application has a realty specialist assigned to the case; and it is then transmitted to the Area Manager for resource analysis.	Case File (1.1.2.2.4.2.1.2)

Process Name: Resource Evaluation

Identifier: 1.1.2.2.4.2.1.2

Parent Name: Indian Allotment Trust Petent

Description: This procedure identifies the functional steps needed to ascertain the suitability or non-suitability of the land under application.

Policies/Procedures: The application of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 2063

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.2.1.1)	The case file is reviewed by the appropriate field office for resource impacts, such as suitability of the land for settlement and verification of proper land use classification.	
Initial Decision on Land Classification (Land Class.)	First, a request for land classification is made. The land classification specialist returns an initial decision on land classification which determines if conflicts exist in land use applications.	Request for Land Classification (Land Class.)
	In concert, a request for Resource Reporting is made to acquire pertinent resource data that may affect the process of the allotment application.	Request for Resource Info (Resource Info)

Process Name: Resource Evaluation

Identifier: 1.1.2.2.4.2.1.2

Input	Process	Output
Resource Report (Resource Info)	Upon receipt of the Land Report (i.e., Resource Report), the realty specialist performs a review of the compiled report for any land use conflicts.	
	With the compiled information the authorized officer approves or disapproves the allotment application. If approved, the case file is forwarded on to Preparations for Allotment.	Case File (1.1.2.2.4.2.1.4)
	If disapproved, the case file is forwarded to the allotment application denial process for termination of the case.	Case File (1.1.2.2.4.2.1.3)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Allotment Application Denial

Identifier: 1.1.2.2.4.2.1.3

Parent Name: Indian Allotment Trust Patent

Description: This procedure identifies the functional steps needed to administrate and issue the denial of an allotment application.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 2063

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.2.1.2)	The application decision is written to reflect the adverse findings of either the land classification determination or resource/land use conflicts. Upon initial classification becoming final, this formal notice of denial is issued and sent to applicant.	Notice of Application Denial (Applicant)
	The case file is then closed and returned to Docket for termination.	Case File (Docket)

Process Name: Preparations for Allotment

Identifier: 1.1.2.2.4.2.1.4

Parent Name: Indian Allotment Trust Patent

Description: This procedure identifies the functional steps needed to certify approval of the allotment application to an applicant and issue a notice for settlment evidence.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 1862

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.2.1.2)	Case file is reviewed and a determination is made whether a settlement is required or not. If required, a notice of the settlement requirement is sent to the applicant informing him that a two-year settlement period is needed to perfect the Trust Patent. If settlement evidence provided by the applicant is determined to be inadequate, a subsequent notice of request for settlement evidence may be issued to allow the applicant to satisfy the criteria.	Settlement Requirement Notice (Applicant)
Case File (1.1.2.2.4.2.1.5)	Upon final approval of the Indian Allotment Application, the Certificate of Allotment is issued to the applicant authorizing him to entry of the subject land for settlement.	Certificate of Allotment (Applicant)

Process Name: Preparations for Allotment

Identifier: 1.1.2.2.4.2.1.4

Input	Process	Output
	The case file is then retained in Docket for future call up when the two-year settlement period has expired.	Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Settlement Verification

Identifier: 1.1.2.2.4.2.1.5

Parent Name: Indian Allotment Trust Patent

Description: This procedure identifies the functional steps needed to document the fact that settlement has occurred.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotment
(b) BLM Manual 1862

Constraints: None

Input	Process	Output
Evidence of Settlement (Applicant) Case File (Docket)	When the applicant provides evidence of settlement, the case file is retrieved from Docket to continue the final patent process. A field inspection is then performed to ascertain whether a settlement has in fact occurred.	
	If a hearing on settlement is required, a notice is sent to to applicant with date and time information.	Notice of Hearing (Applicant)
Settlement Testimony (Applicant)	At the hearing, settlement testimony is presented.	
	Once the settlement has been verified, the case file is finalized by preparing and issuing the Trust Patent (see Trust Patent Issuance).	Case File (1.1.2.2.4.2.6)

Process Name: Trust Patent Issuance

Identifier: 1.1.2.2.4.2.1.6

Parent Name: Indian Allotment Trust Patent

Description: This procedure identifies the functional steps needed to transfer land to an applicant.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 1862

Constraints: None

Input	Process	Output
Case File	The case file and evidence of settlement is reviewed for completeness. If all is in order, the trust patent is prepared by the land law reviewer and issued to BIA.	Trust Patent (BIA)
	All land status updates are sent to Land Status Records for subsequent entry into appropriate plats and indices.	Land Status Updates (Land Status Records)
	All case actions, status, and conclusions are entered into the automated Case Recordation for ease of inventory and reporting.	Case Updates (Case Recordation)
	The case file is then returned to Docket for retention.	Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Fee Patent Record Notation

Identifier: 1.1.2.2.4.2.2.1

Parent Name: Indian Fee Patent

Description: This procedure identifies the functional steps needed to issue a fee patent and make appropriate record updates.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2530, Indian Allotments
(b) BLM Manual 1862

Constraints: None.

Input	Process	Output
Request for Fee Patent (BIA) Case File (Docket)	Request for fee patent is made by BIA to Docket for case serialization. The case file is then issued to the appropriate adjudicator for Indian Fee Patent processing.	
	The adjudicator reviews the request for completeness and adequacy. If there is a need for additional information, a request is prepared and sent to BIA.	Request for Add't Information (BIA)
Add't Information (BIA)	Any additional information is compiled and reviewed with land status data to determine any resource conflicts.	
Land Status Data (Records)	Based upon the information reviewed, the adjudicator prepares and issues the fee patent to BIA and also issues a copy of the patent to the local government for purposes of acknowledgement.	Fee Patent (BIA, Local Government)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Fee Patent Record Notation

Identifier: 1.1.2.2.4.2.2.1

Input	Process	Output
	Land status updates are sent to Records for subsequent entry into the appropriate plats and indices.	Land Status Updates (Records)
	Case notations are entered into the Case Recordation System for historical journaling.	Case Updates (Case Recordation)
	The case file is returned to Docket for retention.	Case File (Docket)

Process Name: COT Review for Acceptability

Identifier: 1.1.2.2.4.3.1.1

Parent Name: COT Application Process

Description: This procedure identifies the functional steps needed to determine if a color-of-title application is acceptable in accordance with the applicable law.

Policies/Procedures: The identification of this process is within the regulations and guidelines specified by the following:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540.1

Constraints: None.

Input	Process	Output
COT Application Case File (Docket)	The adjudicator reviews the application for completeness and acceptability, including: a) Adequacy and correctness of the land description, b) Application forms completely filled out, c) Filing fee paid, d) Application shows evidence of a bona fide claim of color-of-title, and e) Qualification to receive a patent without mineral reservation.	
	The adjudicator will send a letter requesting necessary additional information from the applicant, if required.	Request for Add't Information (Applicant)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: COT Review for Acceptability

Identifier: 1.1.2.2.4.3.1.1

Input	Process	Output
Add't Information (Applicant)	The information provided by the applicant is compiled and reviewed to determine completeness and proper preparation of the application. However, if the information provided is still insufficient to proceed with the case, then the process of obtaining the correct data will be applied by repeating the above steps.	
	If the land is withdrawn for another agency, BLM will send a letter notifying the agency of the proposed application and requesting comments pertinent to the withdrawal (e.g., stipulations).	Request Withdrawal Review (Holding Agency)
Withdrawal Review Findings (Holding Agency)	The holding agency will respond with comments in favor of or opposed to the application.	
	If the review of the application is acceptable, BLM will proceed with the Report Evaluation process. If not acceptable, BLM will initiate the application denial process.	Case File (1.1.2.2.4.3.1.2) Case File (1.1.2.2.4.3.1.3)

Process Name: Report Evaluation

Identifier: 1.1.2.2.4.3.1.2

Parent Name: COT Application Process

Description: This process identifies the functional steps needed to ensure the necessary resource reports, land appraisal, and survey (if needed), are accomplished and coordinated to form the basis of a recommendation on approval of the application.

Policies/Procedures: The identification of this process is within the regulations and guidelines specified by the following:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540.1

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.3.1.1)	For all acceptable applications, the adjudicator initiates the following evaluation to be conducted for resource impacts, boundaries, and economic values.	
	a) Resource Information	Request Resource Information (Resource Info)
	b) Land Appraisal	Request for Land Appraisal (Land Appraisal)
	c) Cadastral Survey, if needed	Request for Survey (Cadastral Survey)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Report Evaluation

Identifier: 1.1.2.2.4.3.1.2

Input	Process	Output
Resource Report (Resource Info)	The resource report (e.g., Land Report, NEPA report, etc.) is reviewed and compiled in the case file. Recommendations may be received from the resource area addressing concerns relating to the land under review.	
Appraisal Report (Land Appraisal)	The Appraisal Report is obtained to determine real property value based on current economic standards.	
Survey Documents (Cadastral Survey)	If no previous surveys have been conducted, the adjudication will obtain the proper survey documents to ascertain legal boundaries.	
	Resource information reports, appraisal, and cadastral survey final documents are reviewed and coordinated into a recommendation concerning the approval of the application. The entire case is forwarded to the appropriate authorized office for decision execution.	Case File (1.1.2.2.4.3.1.4)

Process Name: COT Application Denial Process

Identifier: 1.1.2.2.4.3.1.3

Parent Name: COT Application Process

Description: This process identifies the functional steps needed to formally document the disapproval of an application and notify the applicant.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2541.2, Color-of-Title
(b) BLM Manual 2540.31

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.4.1.1)	If it is determined that the application is unacceptable or after reports are received and assessed that the application should not be approved; or, if after a final review and approval, the application is denied due to various conflicts and discrepancies, then the adjudicator prepares a decision and issues it to the applicant denying the application and providing the right to appeal.	Decision Rejecting COT Application (Applicant)
	The case file is then returned to Docket kfor a 30-day retention pending appeal actions.	Case File (Docket)

Process Name: Review and Approval of COT Application

Identifier: 1.1.2.2.4.3.1.4

Parent Name: COT Application Process

Description: This process identifies the functional steps needed to complete a review of the reports and recommendations concerning a COT application as well as determining approval of the application.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540.32

Constraints: None

Input	Process	Output
Case File (1.1.2.2.4.3.1.2)	After the reports are reviewed and a recommendation concerning approval of the application is made, the authorized BLM officer makes a final review and determination to either approve or not approve the application.	
	If the authorized officer determines the application should be approved, BLM issues a decision to the applicant notifying him that the application is approved subject to publishing a notice of land case action with a local newspaper and paying the purchase price of the subject land.	Decision Approving COT Application Proof Notice (Applicant)
	Accounting is also sent the decision so they can prepare for the payment.	Decision Approving COT Application (Accounting)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Review and Approval of COT Application

Identifier: 1.1.2.2.4.3.1.4

Input	Process	Output
	If the authorized officer determines the application should not be approved, the case file is sent to the Adjudicator to initiate application denial proceedings.	Case File (1.1.2.2.4.3.1.3)
	Otherwise, the case is finalized upon proof of publication by issuing the land patent (see Patent Issuance Via COT).	Case File (1.1.2.2.4.3.1.5)

Process Name: Patent Issuance Via COT

Identifier: 1.1.2.2.4.3.1.5

Parent Name: COT Application Process

Description: This process identifies the functional steps needed to complete the final certificate and patent required to convey title of the land to the applicant.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2541.3, Color-of-Title
(b) BLM Manual 2540.32

Constraints: None.

Input	Process	Output
Case File (1.1.2.2.4.3.1.4) Statement of Publication (Applicant) Notification of Payment (Accounting)	After proof of publication and notification of payment are received, BLM prepares a final certificate and patent conveying the land to the applicant. The information collected is compiled in the case file for official recording and retention.	
	The patent is sent to the applicant and copies are also sent to the county assessor.	Land Patent (Applicant, County Assessor)
	All land status updates are posted with Records (i.e., Public Land Records) for subsequent entry into appropriate plats and indices.	Land Status Updates (Records)
	The Case Recordation System also receives updates (i.e., case actions).	Case Updates (Case Recordation)
	The case file is then sent to Docket for retention.	Case File (Docket)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Land Status Verification

Identifier: 1.1.2.2.4.3.2.1

Parent Name: Unauthorized Use Investigation

Description: This process identifies the functional steps needed to check the Public Land Record System to determine if a certain parcel of land reportedly being used by a person is actually public land and if so, what uses are authorized on the land.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540

Constraints: None.

Input	Process	Output
Request Investigation (BLM Offices) Information (Public) Land Status Data (Records)	When BLM receives a request for investigation or information from the public concerning an apparent unauthorized use of public lands, BLM checks the Public Land Record System to determine if the parcel of land actually is public land and if any occupancy or uses of the land have been authorized.	
	If findings reveal the use of land is authorized, the case is closed by notifying the requestor of BLM findings.	Working File (1.1.2.2.4.3.2.3)
	Otherwise, the case is verified by a field inspection.	Request for Inspection + Working File (1.1.2.2.4.3.2.2)

Process Name: Field Investigation

Identifier: 1.1.2.2.4.3.2.2

Parent Name: Unauthorized Use Investigation

Description: This process identifies the functional steps needed to comfirm an unauthorized use of BLM land by a person is indeed occurring.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540

Constraints: None.

Input	Process	Output
Request for Inspection Working File (1.1.2.2.4.3.2.1)	When the findings of the land status verification indicate there is an apparent unauthorized use of public land, BLM conducts an on-the-ground investigation of the subject parcel. If an unauthorized occupancy and use is found to exist, a BLM officer prepares a report on the findings which is sent back to the adjudicator along with the working folder for occupancy resolution.	Investigation Report Working File (1.1.2.2.4.3.2.4)
	However, if the findings of the field investigation indicate no unauthorized use or violation has occurred, then the case is sent to the adjudicator for case closing and notification.	Working File (1.1.2.2.4.3.2.3)

Process Name: Authorized Use Confirmation

Identifier: 1.1.2.2.4.3.2.3

Parent Name: Unauthorized Use Investigation

Description: This process identifies the functional steps needed to document a use of public land which appeared to be unauthorized but was, in fact, authorized under the law.

Policies/Procedures: The identifier of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540

Constraints: None.

Input	Process	Output
Working File (1.1.2.2.4.3.2.1) (1.1.2.2.4.3.2.2)	As a result of the findings of either the land status verification or on-the-ground field inspection when BLM determines the use of a parcel of public land is authorized, a notification is sent to the requesting party informing them of the findings and thanking them for their concern.	Notification of Authorized Use (BLM Office, Public)
	The data/information which is compiled during the investigation is retained in the Investigation File for future use.	Working File (Investigation File)

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Occupancy Resolution

Identifier: 1.1.2.2.4.3.2.4

Parent Name: Unauthorized Use Investigation

Description: This process identifies the functional steps needed to either authorize the previously unauthorized use of public land or the termination of that use.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540

Constraints: None.

Input	Process	Output
Investigation Report Working File (1.1.2.2.4.3.2.2)	Upon receipt of an investigation report showing a parcel of public land is being used without authorization and the use does require authorization, BLM notifies the occupant the use must be either authorized or terminated.	Notification of Unauthorized Use (Occupant) Notification of Alternative Action (Occupant)
Response to Notification (Occupant)	The occupant responds to BLM as to whether he intends to voluntarily terminate his occupancy or to work out a possible alternative solution with BLM to obtain authorization of occupancy and use.	

INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Occupancy Resolution

Identifier: 1.1.2.2.4.3.2.4

Input	Process	Output
	Based on the mutual agreement between BLM and the occupant, one of the following actions may be taken:	
	a) Initiate Exchange Process	TBD (Exchanges)
	b) Initiate Sale Process	TBD (Sales)
	c) Initiate Leases & Permits Process	TBD (Leases & Permits)
	d) Apply for Color-of-Title	COT Application (1.1.2.2.4.3.1)
	Notification of action taken by the occupant is sent to the requesting party for case acknowledgement.	Notification of Action Taken
	If occupant does not respond or is not willing to cooperate, BLM will institute action to involuntarily terminate the occupancy via enforcement measures.	Working File (1.1.2.2.4.3.2.5)

Process Name: Occupancy Termination Action

Identifier: 1.1.2.2.4.3.2.5

Parent Name: Unauthorized Use Investigation

Description: This process identifies the functional steps needed to end the unauthorized occupancy of public land by taking action to remove the occupant from the land.

Policies/Procedures: The identification of this process is in accordance with the procedural requirements and guidelines specified in the following documents:

(a) 43 CFR 2540, Color-of-Title
(b) BLM Manual 2540

Constraints: None

Input	Process	Output
Working File (1.1.2.2.4.4.2.4)	When an unauthorized use will not be authorized, the occupant may voluntarily terminate the occupancy. If the occupant does not voluntarily terminate the occupancy, BLM issues a formal notice to vacate.	Notice to Vacate (Occupant)
	In either case, BLM requests a follow-up investigation to determine if the use has been terminated.	
	If the investigation report determines the unauthorized use has terminated, the case is then closed and the working folder is retained in the Investigation File. If the occupancy has not terminated, trespass action procedure is initiated to remove the occupant.	Request Trespass Action (Trespass Proc.)

CHAPTER 5

DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	accntg-advice
Description	Accounting Advice is a receipt showing the money received for filing fees and the account numbers where the money should be deposited.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Account Information of Money + ($Remarks)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Acknowledgement
Abbreviation	ack
Description	A letter that is sent to the entryman notifying him BLM has received his Notice of Intention to Make Final Proof form, and he will be notified in the near future of final proof date.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Information
Abbreviation	add't-info
Description	Additional information is furnished by the Applicant if the application was deficient when it was originally filed.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	{$Pertinent Data}

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Affidavit of Publication
Abbreviation	affid-publcn
Description	A publisher submits an affidavit proving that the notice of final proof was published once a week for five consecutive weeks. This is executed by a signed statement at the end of the Proof Notice.
Data Type	Data Aggregate
Ability to View	All
Ability to Update	N/A
Definition	$Signed Statement

Data Name	Allotment Application
Abbreviation	allot-apln
Description	The application is a preprinted form required by law to be completed and submitted by an applicant to BLM for the purpose of ascertaining the qualifications of the applicant and whether the applicant is entitled to an allotment.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$BLM Form 2530-1

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appeal
Abbreviation	appeal
Description	If the applicant does not agree with the decision, he can file an appeal with IBLA and the public courts. This is a civil law process that entirely removes a controversy to an appellate court/IBLA for the purpose of obtaining review and possible retrial.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement + ($Other Pertinent Data)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application Fee
Abbreviation	fee
Description	A non-refundable fee of $15 is paid when filing the DLE Application.
Data Type	Data Element
Ability to View	All
Ability to Update	N/A
Definition	$Money

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application for Extension
Abbreviation	apln-exten
Description	The Desert Land Entryman may file an application requesting additional time to make Final Proof. This application for extension contains the reasons for delays and any other extenuating circumstances that may provide justification.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appraisal Report
Abbreviation	appraisal-rep
Description	An appraisal report is written by a qualified appraiser in accordance with the minimum standards given in Manual 9310. The report must provide the value as of a specific date, must be signed, and must contain the purpose and function of the report, a description of the property to be appraised, and a rationale used for a value conclusion.
Data Type	Record
Ability to View	All
Ability to Update	Appraiser
Definition	$Report

Data Name	Assignment Claim
Abbreviation	assign-claim
Description	An assignment claim is a request from an assignee to transfer in whole or part the property specified in an allowed Desert Land Entry. This form must be completed and executed by the assignee.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Applicant Information + $Assignee Information + $Legal Description + $Questionnaire

Data Name	COT Application
Abbreviation	cot-apln
Description	This request to acquire public land under the color-of-title law includes non-technical information which documents the applicant's qualifications to acquire the land under the law. The application consists of three forms and a non-refundable filing fee.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Color-of-Title Application + $Conveyances Affecting Color or Claim of Title + $Color-of-Title Tax Levy and Payment Record + $Fee

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File (O&C)
Abbreviation	cf
Description	An official folder containing all documentations, correspondences, reports, and findings involved during the specified case action. Each case file is established to hold all pertinent facts relating to the case and retained in Docket.
Data Type	Data File
Ability to View	BLM Controlled
Ability to Update	BLM Personnel and Other Federal Agencies Only
Definition	Serial Number + Resource Reports + {$Findings} + {$Legal Reports} + [$DLE Documents] + {$Recommendations} + {$Correspondences} + ($Other Pertinent Data)

Data Name	Case Information
Abbreviation	case-info
Description	When a serial number is issued, docket records the serial number, applicant, acreage, and filing date in a continuing log book.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	Serial Number + $Applicant Information + $Acreage + $Filing Date

Data Name	Case Updates
Abbreviation	case-updates
Description	The case recordation updates are necessary to show all occupancy and use actions (e.g., trust patent issuance) which affect each subject case. These updates are implemented using specific action codes as defined by Case Recordation.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Case File Data + $Action Codes

Data Name	Certificate of Allotment
Abbreviation	cert-allot
Description	When the authorized BLM officer approves an application for allotment, this preprinted form required by regulation to be completed by BLM is given to the applicant after the positive resource evaluation has been finalized.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Certificate Serial Number + $Applicant Name + $Applicant Address + $Applicant Tribe + $Land Description

Data Name	Contest Complaint
Abbreviation	cntst-complaint
Description	A Government contest complaint containing charges is sent to the entryman requesting answers to the proposed discrepancies. Such charges typically address such issues as illegal entry, unsatisfactory fulfillment of reclamation and cultivation requirements, or that the entryman had failed to comply with the requirements of the law.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Legal Document

Data Name	Contest File
Abbreviation	cntst-file
Description	A folder which contains a copy of the contest complaint, the original answer to the complaint (with any accompanying correspondences or documents), and a copy of the current land status report (MTP) is sent to the Hearing Division for prima facie proceedings.
Data Type	Data File
Ability to View	All
Ability to Update	N/A
Definition	$Case File Data + Contest Complaint + Response to Contest Complaint + Master Title Plat

Data Name	DLE Annual Proof
Abbreviation	dle-annual-proof
Description	The Desert Land Entryman submits a Proof which demonstrates he has expended at least $1 per acre within the past year developing his entry.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Entryman Information + 1{$Witness Information}2 + $Legal Description + $Total Acreage + $Expenditure Report

Data Name	DLE Application
Abbreviation	dle-apln
Description	An application filed by an United States Citizen requesting public land (up to a maximum of 320 acres) to be developed for agricultural purposes. Applications are submitted in accordance with the Desert Land Act for the specific purpose of reclaiming the lands by permanent irrigation and cultivation within the initial 4 years.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Applicant Information + $Legal Description + $Qualification Data + $Purpose and Background + $Soil Characteristics + $Water Requirements + $Financial Statement + $Witness Statement

Data Name	Decision Accepting Color-of-Title Application
Abbreviation	dcsn-accept-cot-apln
Description	A written document sets forth a determination concerning the acceptability of an application. A decision orders the disposition of a case in a certain way, and contains statements of facts, law, and reasoning which regulated the subject disposition.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Decision Rejecting Application
Abbreviation	dcsn-reject-apln
Description	This decision is issued to the applicant rejecting his Desert Land Application. Some typical reasons for rejection may stem from non-feasibility of economics, discrepancies in the perfections of the application, and other related administrative or legal deficiencies.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision Rejecting COT Application
Abbreviation	dcsn-reject-cot-apln
Description	A written decision that is sent to the applicant informing him that the Color-of-Title (COT) application has been denied due to adverse findings from current land status, classification, and/or resource conflicts.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision Rejecting Entry
Abbreviation	dcsn-reject-entry
Description	A decision prepared by BLM issued to the entryman rejecting or denying the final execution of entry (causes may stem from noncompliance to development requirements of the land and nonresponsive to inquiry). The entryman may appeal the decision to IBLA and/or the public courts.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision on Annual Proof
Abbreviation	dcsn-anual-proof
Description	If the Entryman acquiring land via the Desert Land Act fails to submit his annual proof or has not expended the required $1 per acre developing his entry for the past year, he will be given a cancellation decision on entry.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision on Assignment
Abbreviation	dcsn-assignment
Description	A decision is issued by BLM granting or rejecting the Assignment of the Desert Land Entry in whole or in part.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision on Contest
Abbreviation	dcsn-contest
Description	An Administrative Law Judge conducts the hearing and renders the appropriate decision after the hearing is concluded. This decision may uphold BLM's contest (in which the entry case is terminated) forcing the entryman to appeal the decision to IBLA.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision on Extension
Abbreviation	dcsn-extension
Description	A decision is prepared and issued to the entryman granting or rejecting the request for the extension of time to make final proof.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision on Withdrawal Revocation
Abbreviation	dcsn-wdl-revctn
Description	A letter prepared by BLM to the petitioner stating the holding agency of the withdrawal will or will not relinquish the withdrawal.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Deposit
Abbreviation	deposit
Description	A charge of $.25/acre is paid when the Desert Land Application is filed. This is the deposit required to initiate the DLE Application. This deposit will be refunded if the application is relinquished by the applicant.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Money

Data Name	Development Cost
Abbreviation	develop-cost
Description	Development costs of the Desert Land Entry include land clearing, plowing, seeding, fertilizing, constructing irrigation systems, etc., which are used to determine economic feasibility.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	[$Cost Estimates]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft Charges
Abbreviation	draft-charges
Description	The DOI Field Solicitor (if he concurs with BLM's recommendations for contest of entry) drafts the specific charges to be included in the contest complaint.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Economic Analysis Report
Abbreviation	eco-analysis-report
Description	An analysis report which includes farm development costs, irrigation costs, electrical costs, finance charges and crop profits is used in determining the practicality of farming the lands as economically feasible operating units. This report is generated via the computer model program (Idaho State Office).
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Computer Report

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Economic Analysis System
Abbreviation	eco-analysis-sys
Description	This computer modeling system is used to determine economic feasibility of the Desert Land Entries. The economic analysis report is generated by entering specified cost parameters into the computer model.
Data Type	System (Internal)
Ability to View	BLM Controlled
Ability to Update	BLM Personnel Only
Definition	$BLM Computer System for Economic Analysis

Data Name	Evidence of Settlement
Abbreviation	evidence-settle
Description	A letter is prepared and sent by the applicant to supply evidence of a settlement.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Fee Patent
Abbreviation	fee-patent
Description	The document transfers fee title to a parcel of land from the United States to the recipient (patentee). It contains all conditions, reservations, exceptions, rights-of-way, and other interests in the land provided by or imposed on the land by applicable law.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Legal Document

Data Name	Final Decision on Land Classification
Abbreviation	fin-dcsn-land-class
Description	When a classification decision is protested to the Secretary of the Interior, a decision is issued by him giving the final order relating to land classification.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Final Proof Testimony
Abbreviation	final-proof-tstmny
Description	The Desert Land Entryman, with two witnesses, submits a sworn oral testimony, stating he has complied with the Desert Land Act. The patent may then be issued in the entry if the proof given is in order.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Information Relevant to Final Proof

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Future Action File
Abbreviation	future-act-file
Description	This file, located in Docket (State Office), is where all future action suspense cards are filed. Each card specifies a future date that the case file is required to be activated for case actions.
Data Type	Data Store
Ability to View	BLM Controlled
Ability to Update	BLM Personnel Only
Definition	{Suspense Cards}

Data Name	Hearing Notice
Abbreviation	hearing-notice
Description	The Administrative Law Judge sets the place, date, and time for the hearing that will address any contest of entry issues. This notice is sent to the entryman and BLM.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Information
Abbreviation	info
Description	Data provided by the public to BLM concerning observed use of BLM land by persons who may not be authorized to use the land is termed information.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[$Written Statement | $Verbal Statement]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Initial Decision on Land Classification
Abbreviation	init-dcsn-land-class
Description	This is the second of two classification decisions containing Serial Number, Applicant's Name, land description, how land was classified, reasons for classification, etc.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Investigation Report
Abbreviation	invest-rep
Description	A written report of the findings of the on-the-ground field inspection shows that an apparent use of land by a person is either on or not on BLM land, and if the use is on BLM land whether it has or requires formal authorization.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Land Classification Decision
Abbreviation	land-class-dscn
Description	A decision issued designating the land for a particular type of land disposal and segregation from other forms of disposal under the public land laws.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Notification of Alternative Action
Abbreviation	ntfcn-altern-act
Description	A letter that is sent to the unauthorized occupant informing him of the options of legal retention or occupancy that can be perfected (e.g., exchange, sale, lease, patent, etc.).
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Notification of Approved Decision
Abbreviation	ntfcn-aprvd-dcsn
Description	A copy of the final initial classification decision is sent to the State Water Resources Department showing the classification is final for the applicant. The State may now issue a Water Permit to the Desert Land Applicant.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	Initial Decision on Land Classification + ($Written Statement)

Data Name	Notification of Authorized Use
Abbreviation	ntfcn-author-use
Description	A written notice informs BLM and the public that use of BLM lands in a subject investigation has been confirmed as authorized.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Notification of Final Proof
Abbreviation	ntfcn-final-proof
Description	A courtesy notice is sent to the entryman reminding him his final proof is due in 60 days.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Notification of Payment
Abbreviation	ntfcn-pay
Description	This notification in the form of an accounting advice is placed in the case file and documents any required fees or purchase price for the land which has been paid.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Accounting Advice

Data Name	Notification of Relinquishment
Abbreviation	ntfcn-reling
Description	Desert Land Applicant submits notification of relinquishment of application to the District Office. The relinquishment contains the following: applicant's name, serial number, legal description of land, and the applicant's signature.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Notification of Unauthorized Use
Abbreviation	ntfcn-unathor-use
Description	A written notice given to a person who is found to be occupying or using BLM land informs the person the use has not been authorized by BLM and requires resolution.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Office of Hearing & Appeals
Abbreviation	office-hear-appeals
Description	The office is within the Department of Interior and governs all hearings and appeals offices and procedures.
Data Type	External Entity
Ability to View	All
Ability to Update	N/A
Definition	$External Entity

Data Name	Patent
Abbreviation	patent
Description	A patent is a document by which the United States conveys, to those entitled thereto, legal title to some portion of the public lands.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Legal Document

Data Name	Payment
Abbreviation	payment
Description	The payment of acquiring the color-of-title on a subject land.
Data Type	Data Element
Ability to View	All
Ability to Update	N/A
Definition	$Monies

Data Name	Petition for Withdrawal Revocation
Abbreviation	pet-wdl-revocatn
Description	The petition is a formal request from the public, state and local governments, or other Federal agencies for relinquishment and/or revocation of a withdrawal to promote a specific purpose. BLM must coordinate the petition process and notify the holding agency.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Proof Notice
Abbreviation	proof-notice
Description	A notice of publication for final proof is issued to the entryman requiring him to publish in a local newspaper the land description of entry, date of final proof, when and where proof will be conducted, and serial number of entry.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Entryman Information + $Legal Description + $BLM Office + $Witness Information + (Affidavit of Publication)

Data Name	Proof of Publication
Abbreviation	proof-pub
Description	An affidavit from a newspaper publisher showing a notice has been published in the newspaper for the required period of time includes a copy of the published notice and the dates of publication.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Affidavit + $Copy of Published Notice

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Proposed Decision on Land Classification
Abbreviation	prop-dcsn-land-class
Description	The first of two classification decisions, it contains applicant name, land description, what the land has been proposed to be classified for, reasons for classification, serial number, etc.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Protest
Abbreviation	protest
Description	For a period of 30 days after a classification decision is served to interested parties, a protest may be filed showing the decision is adverse to the party. No particular form is required. The protest is analyzed to determine if the original decision is correct.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Recommendations
Abbreviation	rcmdts
Description	This proposed conclusion concerning the allowance of an application and the terms and conditions under which it is allowed is based upon the findings of various resource reports.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request Legal Review
Abbreviation	rqst-legal-revw
Description	A request prepared and sent to the DOI solicitor requesting that a legal review for contest of the final proof be conducted.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request Trespass Action
Abbreviation	rqst-trespass-act
Description	A memorandum that is sent to the appropriate area office requesting trespass procedures to be initiated against an obstinate unauthorized occupant of federal land.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request for Additional Information
Abbreviation	rqst-add't-info
Description	This decision is issued to applicant to request additional information to perfect his Desert Land Application.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request for Fee Patent
Abbreviation	rqst-fee-patent
Description	The Bureau of Indian Affairs sends a request to BLM to issue a patent conveying the fee simple interest in a particular parcel of land to an individual entitled to receive this fee simple interest pursuant to applicable rules and regulations.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Citation of Authority for Request + $Name of Patentee + Reference to Original Allotment + $Land Description + $Terms and Conditions

Data Name	Request for Inspection
Abbreviation	rqst-inspect
Description	A request from one BLM office or person to the BLM Area Office is made to conduct an on-the-ground inspection to determine if a person is actually using BLM land without an authorization.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Investigation
Abbreviation	rqst-invest
Description	A request is made by various BLM offices to look into apparent use of BLM land by persons who are not authorized to do so.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request for Land Appraisal
Abbreviation	rqst-land-appraisal
Description	The requestor provides within the request for Real Estate Appraisal Form 9300-8 sufficient basic data to support the assignment decision-making process by the chief appraiser and basic data for the appraiser assigned to the project to form a plan to complete the project. The request contains the identification of the requestor, the suggested time for completion, the property legal description, rights to be appraised, general location (county) and size (acreage) plus some general instructions or comments. This combination document also serves as the instructions to the appraiser upon assignment by the chief appraiser.
Data Type	Record
Ability to View	All
Ability to Update	Requestor
Definition	$Form

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Land Classification
Abbreviation	rqst-land-clsfcn
Description	During the resource evaluation process, a request is made for land classification.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement + $Legal Description

Data Name	Request for Resource Information
Abbreviation	rqst-resource-info
Description	A memorandum that is sent to the appropriate field office/staff requesting them to conduct or compile a resource impact study to include, if applicable, NEPA report, land reports, and/or resource summary.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request for Survey
Abbreviation	rqst-survey
Description	A letter from the requesting agency accompanied with a land status diagram identifying what the requestor wants surveyed. The request may also include pertinent survey data.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Request for Withdrawal Review
Abbreviation	rqst-wdl-review
Description	A request is made to the BLM Withdrawal Review Section to determine if a withdrawal of a subject parcel of land is still necessary or if approval of COT application would conflict with the withdrawal.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Plans
Abbreviation	resource-plans
Description	Land Use Plans (e.g., RMPs) are reviewed and considered for assessing all resource values in order to determine the proper use of the land.
Data Type	Data Set
Ability to View	All
Ability to Update	N/A
Definition	$Resource Management Plan + ($MFP)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Report
Abbreviation	res-rep
Description	A series of resource information reports addressing land use, potential impacts, resource values, and conflicts which may also contain investigative findings, recommendations, and other pertinent data.
Data Type	Data Set
Ability to View	All
Ability to Update	N/A
Definition	$Land Report + ($Mineral Report) + ($NEPA Reports) + ($Recommendations)

Data Name	Response to Complaint
Abbreviation	rspn-complaint
Description	The applicant responds to the charges (i.e., contest of entry) within the complaint by stating reasons why the complaint should not have been filed.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[$Written Statement | $Other Pertinent Response]

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Response to Notification
Abbreviation	rspn-ntfcn
Description	A response, if any, from the unauthorized applicant either justifying occupancy, vacating land, or requesting further disposition in order to obtain just actions.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	[$Written Statement; $Verbal Rationale]

Data Name	Serial Number
Abbreviation	serial-no
Description	A case file number assigned to each incoming document in order to uniquely identify the case and its related actions, decisions, findings, and other pertinent information. In some situations, the serial numbers are issued from a block of serial numbers that had been obtained from the State Office (Docket). These numbers are then kept in the local log at various field offices (e.g., District Offices).
Data Type	Data Element
Ability to View	All
Ability to Update	N/A
Definition	$Number

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Number Log
Abbreviation	serial-no-log
Description	A log book in the District Office contains consecutive serial numbers to be assigned to new applications. This log is used to keep track of cases assigned serial numbers.
Data Type	Data Store
Ability to View	All
Ability to Update	N/A
Definition	Serial Number + $Other Case Related Information

Data Name	Serial Register Page
Abbreviation	serial-rgstr-page
Description	A Serial Register Page is kept to record the following pertinent information for each application: Desert Land Act of 3/3/1877, file code (2520), name of applicant, address, legal description of land, county, acres, date of filing, and for recordation of all action on the case.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Authority + $Applicant Information + $Legal Description + $Total Acreage + $Date of Filing + ($Other Pertinent Data)

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Settlement Requirement Notice
Abbreviation	settle-require-note
Description	Letter to applicant restates the fact that there is no evidence of a settlement and requests a response.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

Data Name	Settlement Testimony
Abbreviation	settle-testimony
Description	Settlement testimony is provided by an applicant at a settlement verification hearing.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[$Written Statement | $Verbal Statement]

Data Name	Soil Type
Abbreviation	soil-type
Description	Soil Type is broken down into soil classes which determine the suitability for agricultural development. (Class I is best, with Class VII being the worst.) There must be 60 percent or more Class I, II, or III soils in a 40-acre parcel to be classified suitable for entry.
Data Type	Data Aggregate
Ability to View	All
Ability to Update	N/A
Definition	{ Soil Class Type}

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	State Water Department
Abbreviation	state-water-dept
Description	Department within the state controlling the adjudication of all the water within the state. They issue water permits for wells, irrigation from rivers, etc.
Data Type	External Entity
Ability to View	All
Ability to Update	N/A
Definition	$External Entity

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Statement of Publication
Abbreviation	stmt-publication
Description	A proof of publication that the color-of-title transfer proceeding had been posted with a local newspaper for a period of 30 days.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Survey Documents
Abbreviation	survey-docs
Description	Copies of field ntoes and plats (paper copies & fiche) sent to requesting agency and other interested parties as final legal documents on the survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Letter + Plats + (Field Survey Notes)

Data Name	Suspense Card
Abbreviation	suspense-card
Description	This card is sent to docket requesting the file to be called up on a certain future date. Card contains serial number, case type, call-up date, case file returned to.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	Serial Number + $Case Type + $Call Update + $Send Destination + ($Remarks)

Data Name	Trust Patent
Abbreviation	trust-patent
Description	The document transfers the land to a named individual of a recognized tribe and provides that said land will be held in trust by the U.S. for a period of 25 years. Trust patents are held by BIA.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Legal Document

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Water Permit
Abbreviation	water-permit
Description	The State Water Resource Department issues a permit which adjudicates water for a particular parcel of land. This permit is required for the final execution of the entry allowance.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Applicant Information + $Adjudication of Water to Parcel of Land

Data Name	Withdrawal Review Findings
Abbreviation	wdl-review-findings
Description	The holing agency of a subject parcel returns to the COT review for acceptability a determination stating whether an existing withdrawal of land is necessary or not.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	$Written Statement

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Working File
Abbreviation	wf
Description	An unofficial folder, it contains information and reports concerning an apparent unauthorized use of BLM land.
Data Type	Data Set
Ability to View	All
Ability to Update	N/A
Definition	

Abbreviation	accntg-advice
Data Name	Accounting Advice
Abbreviation	ack
Data Name	Acknowledgement
Abbreviation	add't-info
Data Name	Additional Information
Abbreviation	affid-publcn
Data Name	Affidavit of Publication
Abbreviation	allot-apln
Data Name	Allotment Application
Abbreviation	apln-exten
Data Name	Application for Extension
Abbreviation	appeal
Data Name	Appeal
Abbreviation	appraisal-rep
Data Name	Appraisal Report
Abbreviation	assign-claim
Data Name	Assignment Claim
Abbreviation	case-info
Data Name	Case Information
Abbreviation	case-updates
Data Name	Case Updates
Abbreviation	cert-allot
Data Name	Certificate of Allotment
Abbreviation	cf
Data Name	Case File (O&C)
Abbreviation	cntst-complaint
Data Name	Contest Complaint
Abbreviation	cntst-file
Data Name	Contest File
Abbreviation	cot-apln
Data Name	COT Application

Abbreviation	dcsn-accept-cot-apln
Data Name	Decision Accpeting Color-of-Title Application
Abbreviation	dcsn-anual-proof
Data Name	Decision on Annual Proof
Abbreviation	dcsn-assignment
Data Name	Decision on Assignment
Abbreviation	dcsn-contest
Data Name	Decision on Contest
Abbreviation	dcsn-extension
Data Name	Decision on Extension
Abbreviation	dcsn-reject-apln
Data Name	Decision Rejecting Application
Abbreviation	dcsn-reject-cot-apln
Data Name	Decision Rejecting Color-of-Title Application
Abbreviation	dcsn-reject-entry
Data Name	Decision Rejecting Entry
Abbreviation	dcsn-wdl-revctn
Data Name	Decision on Withdrawal Revocation
Abbreviation	deposit
Data Name	Deposit
Abbreviation	develop-cost
Data Name	Development Cost
Abbreviation	dle-annual-proof
Data Name	DLE Annual Proof
Abbreviation	dle-apln
Data Name	DLE Application
Abbreviation	draft-charges
Data Name	Draft Charges
Abbreviation	eco-analysis-report
Data Name	Economic Analysis Report
Abbreviation	eco-analysis-sys
Data Name	Economic Analysis System

Abbreviation	evidence-settle
Data Name	Evidence of Settlement
Abbreviation	fee
Data Name	Application Fee
Abbreviation	fee-patent
Data Name	Fee Patent
Abbreviation	fin-dcsn-land-class
Data Name	Final Decision on Land Classification
Abbreviation	final-proof-tstmny
Data Name	Final Proof Testimony
Abbreviation	future-act-file
Data Name	Future Action File
Abbreviation	hearing-notice
Data Name	Hearing Notice
Abbreviation	info
Data Name	Information
Abbreviation	init-dcsn-land-class
Data Name	Initial Decision on Land Classification
Abbreviation	invest-rep
Data Name	Investiagation Report
Abbreviation	land-class-dscn
Data Name	Land Classification Decision
Abbreviation	land-patent
Data Name	Land Patent
Abbreviation	land-status-data
Data Name	Land Status Data
Abbreviation	land-status-updates
Data Name	Land Status Updates
Abbreviation	mstr-title-plat
Data Name	Master Title Plat
Abbreviation	notice-allowance
Data Name	Notice of Allowance

Abbreviation	notice-apln-denial
Data Name	Notice of Application Denial
Abbreviation	notice-hearing
Data Name	Notice of Hearing
Abbreviation	notice-intent-proof
Data Name	Notice of Intention ot Make Proof
Abbreviation	notice-vacate
Data Name	Notice to Vacate
Abbreviation	ntfcn-act-taken
Data Name	Notification of Action Taken
Abbreviation	ntfcn-altern-act
Data Name	Notification of Alternative Action
Abbreviation	ntfcn-aprvd-dcsn
Data Name	Notification of Approved Decision
Abbreviation	ntfcn-author-use
Data Name	Notification of Authorized Use
Abbreviation	ntfcn-final-proof
Data Name	Notification of Final Proof
Abbreviation	ntfcn-pay
Data Name	Notification of Payment
Abbreviation	ntfcn-reling
Data Name	Notification of Relinquishment
Abbreviation	ntfcn-unathor-use
Data Name	Notification of Unauthorized Use
Abbreviation	office-hear-appeals
Data Name	Office of Hearing & Appeals
Abbreviation	patent
Data Name	Patent
Abbreviation	payment
Data Name	Payment
Abbreviation	pet-wdl-revocatn
Data Name	Petition for Withdrawal Revocation

Abbreviation	proof-notice
Data Name	Proof Notice
Abbreviation	proof-pub
Data Name	Proof of Publication
Abbreviation	prop-dcsn-land-class
Data Name	Proposed Decision on Land Classification
Abbreviation	protest
Data Name	Protest
Abbreviation	rcmdts
Data Name	Recommendations
Abbreviation	res-rep
Data Name	Resource Report
Abbreviation	resource-plans
Data Name	Resource Plans
Abbreviation	rqst-add't-info
Data Name	Request for Additional Information
Abbreviation	rqst-fee-patent
Data Name	Request for Fee Patent
Abbreviation	rqst-inspect
Data Name	Request for Inspection
Abbreviation	rqst-invest
Data Name	Request for Investigation
Abbreviation	rqst-land-appraisal
Data Name	Request for Land Appraisal
Abbreviation	rqst-land-clsfcn
Data Name	Request for Land Classification
Abbreviation	rqst-legal-revw
Data Name	Request Legal Review
Abbreviation	rqst-resource-info
Data Name	Request for Resource Information
Abbreviation	rqst-survey
Data Name	Request for Survey

Abbreviation	rqst-trespass-act
Data Name	Request Trespass Action
Abbreviation	rqst-wdl-review
Data Name	Request for Withdrawal Review
Abbreviation	rspn-complaint
Data Name	Response to Complaint
Abbreviation	rspn-ntfcn
Data Name	Response to Notification
Abbreviation	serial-no
Data Name	Serial Number
Abbreviation	serial-no-log
Data Name	Serial Number Log
Abbreviation	serial-rgstr-page
Data Name	Serial Register Page
Abbreviation	settle-require-note
Data Name	Settlement Requirement Notice
Abbreviation	settle-testimony
Data Name	Settlement Testimony
Abbreviation	soil-type
Data Name	Soil Type
Abbreviation	state-water-dept
Data Name	State Water Department
Abbreviation	stmt-publication
Data Name	Statement of Publication
Abbreviation	survey-docs
Data Name	Survey Documents
Abbreviation	suspense-card
Data Name	Suspense Card
Abbreviation	trust-patent
Data Name	Trust Patent
Abbreviation	water-permit
Data Name	Water Permit

Abbreviation	wdl-review-findings
Data Name	Withdrawal Review Findings

Abbreviation	wf
Data Name	Working File

APPENDIX A

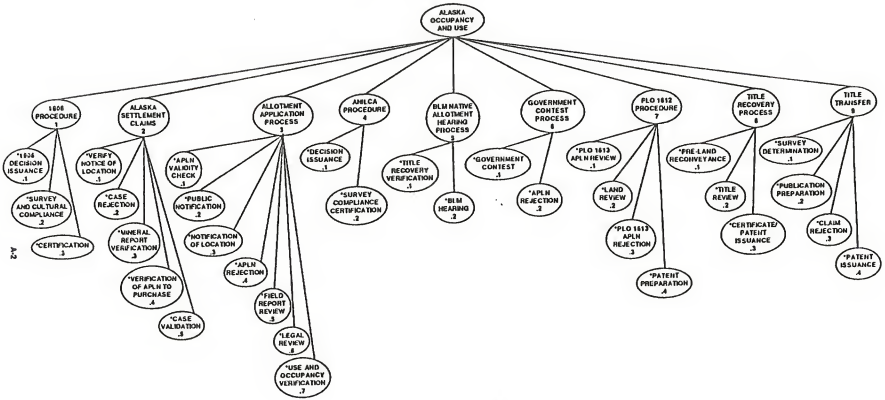
ALASKA OCCUPANCY AND USE

This appendix describes a series of special processes unique to Alaska related to occupancy and use:

1. 1906 Procedure
2. Alaska Settlement Claims
3. Allotment Application Process
4. ANILCA Procedure
5. BLM Native Allotment Hearing Process
6. Government Contest Process
7. PLO 1613 Procedure
8. Title Recovery Process
9. Title Transfer

For each process listed above, this appendix provides the Data Flow Diagram (DFD) followed by the Input/Process/Output Narratives describing the process primitives in detail. The Data Dictionary for Occupancy and Use, Alaska defines all data flows appearing on the DFDs.

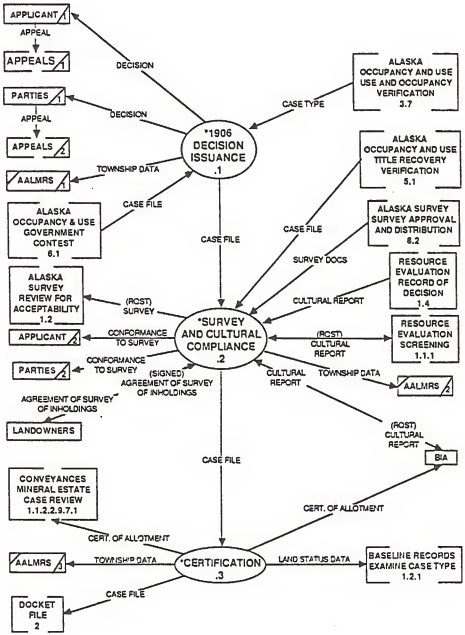
ALASKA OCCUPANCY AND USE VISUAL TABLE OF CONTENTS



OVERALL STRUCTURE (DFDIAK OCCUPANC F & USE) 12-9-87 CB

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: 1906 PRODECURE
IDENTIFIER: 1

DFD: 1 OF 9
DATE: 9/23.87
LEVEL:



1906 PROCEDURE (AK OCCUPANCY AND USE DFD) 12/29/87 MB

Process Name: 1906 Decision Issuance

Identifier: 1.1

Parent Process Name: 1906 Procedure

Description: Decision Issued approving Native Allotment pursuant to Native Allotment Act of 1906, as amended.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Use and Occupancy Verification or Government Contest Process.	
	A decision is issued approving application pursuant to the Native Allotment Act of 1906, as amended, and sent to applicant with copies to parties. Conflicting claims may be rejected in this document.	Decision
	Decision is appealable to IBLA.	
	Update ALLMRS as necessary.	Township Data
	Send case file to Survey and Cultural Compliance.	Case File

Process Name: Survey and Cultural Compliance

Identifier: 1.2

Parent Process Name: 1906 Procedure

Description: Lands are surveyed, survey is verified, cultural clearance is received.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The case file is received from 1906 Decision Issuance.	
	Request survey.	Survey Request
	Request Cultural Report from either BIA or Resource Evaluation.	(Request) Cultural Report
Cultural Report	Receive Cultural Report from either BIA or Resource Evaluation.	
Survey Documents	Receive Survey Documents.	
	Update AALMRS.	Township Data
	Issue notification of Conformance to Survey to applicant with copies to parties.	Conformance to Survey
(signed) Agreement of Survey of Inholdings	If applicable, issue an Agreement of Survey of Inholdings to adjoining landowner to be returned with signature.	Agreement of Survey of Inholdings
	If, after survey, an allotment is found to be on lands previously conveyed to another party without the Native Allotment being excluded, send case file to Title Recovery Verification.	Case File

Input	Process	Output
	If the allotment is not found to be on such lands, send case file to Certification.	Case File

ALASKA OCCUPANCY AND USE

Process Name: Certification

Identifier: 1.3

Parent Process Name: 1906 Procedure

Description: Issue Certificate of Allotment to Applicant through BIA.

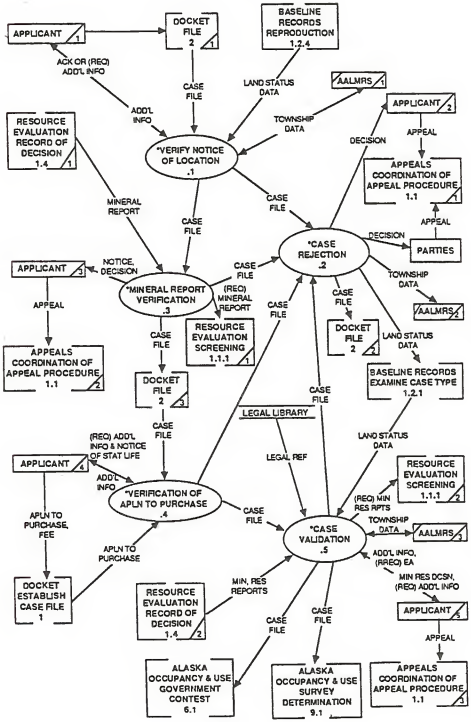
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Case File received from Survey and Cultural Compliance.	
	Issue Certificate of Allotment to applicant through BIA.	Certificate of Allotment
	Update AALMRS and Records.	Land Status Data Township Data
	If all parcels have been closed or conveyed, close case file. Send case file to Docket	Case File
	Send copy of Certificate of Allotment to Mineral Estate Case Review for disposition of retained mineral estate.	Certificate of Allotment

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: ALASKA SETTLEMENT CLAIMS
IDENTIFIER: 2

DFD: 2 OF 9
DATE: 9/23/87
LEVEL: 2



Process Name: Verify Notice of Location

Identifier: 2.1

Parent Process Name: Alaska Settlement Claims Process

Description: After Notice of Location is filed, it is checked for completeness; land availability is verified. Filing is accompanied by a filing fee.

Policies/Procedures: Alaska Settlement Claims Handbook IM AK 87-197

Constraints: None.

Input	Process	Output
Case File	A case file containing a Notice of Location (NOL) and verification of receipt of filing fee is received from Docket.	
	If the NOL is incomplete, issue a decision notifying the applicant that the NOL requires additional information or the claim will be held for cancellation.	(request) Additional Info
	If applicant does not correct NOL, send case file to Case Rejection.	Case File
	Update AALMRS.	Township Data
Additional Info	If additional information is received, continue with the process.	
Township Data Land Status Data	Review information from AALMRS and Records to determine availability of land.	
	If land is found to be unavailable for settlement, send case file to Case Rejection.	Case File

Input	Process	Output
	If land is found to be available for settlement and NOL is complete, NOL is signed by authorized BLM official, an acknowledgement of NOL is sent to the applicant, and the case file is sent to Mineral Report Verification.	Acknowledgment Case File
	Update AALMRS.	Township Data

Process Name: Case Rejection

Identifier: 2.2

Parent Process Name: Alaska Settlement Claims Process

Description: The claim is rejected if the defective NOL is not corrected or the lands are not available for settlement. This decision is appealable.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Case file is received from Verify Notice of Location, Mineral Report Verification, Verification of Application to Purchase, or Case Validation.	
	Issue a decision rejecting the claim to applicant with copies to Parties.	Decision
	This decision is appealable.	
	Update AALMRS and Records.	Township Data Land Status Data
	If entire application has been closed or conveyed, close case file.	
	Send case file to Docket.	Case File

Process Name: Mineral Report Verification

Identifier: 2.3

Parent Process Name: Alaska Settlement Claims Process

Description: Mineral reports are requested and reviewed and on-the-ground mineral exam is requested.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Verify Notice of Location.	
	Request Mineral Report from Resource Evaluation.	(request) Mineral Report
Mineral Report	If mineral report shows that land may be valuable for locatable minerals, notify applicant of possible mineral value and request an on-the-ground mineral exam.	Notice, (request) Mineral Report
Mineral Report	If upon receipt of Mineral Exam the land is found to be valuable for locatable minerals, send case file to Case Rejection.	Case File
	If land is found to be valuable for leaseable minerals, issue a mineral reservation Decision to the applicant.	Decision
	Decision is appealable.	
	When lands are determined to be available for settlement, send case file to Verification of Application to Purchase.	Case File

Process Name: Verification of Application to Purchase

Identifier: 2.4

Parent Process Name: Alaska Settlement Claims Process

Description: Application to purchase is received and reviewed. Applications must be received to BLM no later than five years after the Notice of Location is filed.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Case file is received from Mineral Report Verification.	
	As a courtesy, if the 5-year statutory life is about to expire, notify the applicant.	Notice of Statutory Life
Application to Purchase	Review the application to purchase and verify the purchase fee for completeness/ timely filing.	
Additional Information	If the application is incomplete, notify the applicant that additional information is needed.	(request) Additional Info
	If applicant does not submit required information, send case file to Case Rejection.	
	If application is not timely filed, send case file to Case Rejection.	
	If the application is complete and timely filed, send case file to Case Validation.	Case File

Process Name: Case Validation

Identifier: 2.5

Parent Process Name: Alaska Settlement Claims Process

Description: Application to purchase is reviewed for compliance with applicable laws and regulations.

Policies/Procedures: None.

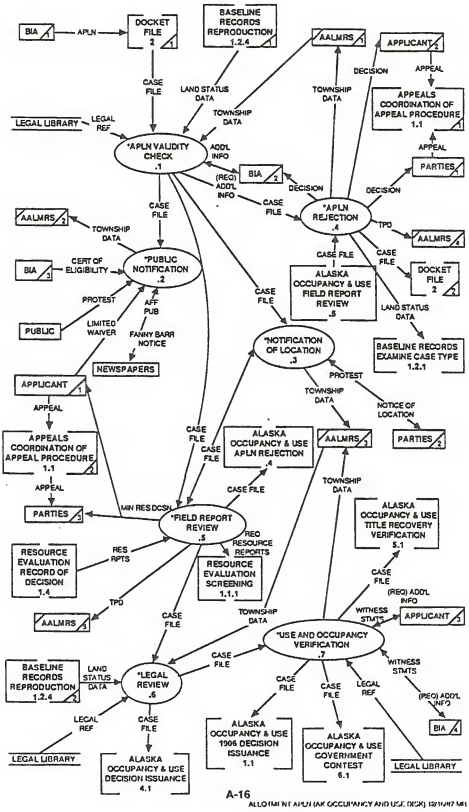
Constraints: None.

Input	Process	Output
Case File	Case file is received from Verification of Application to Purchase.	
Legal References	Review application and applicable laws and regulations to determine if application is in compliance.	
Land Status Data Township Data	Review information from AALMRS and Records.	
	Request a field exam.	(request) Resource Report
	Update AALMRS as necessary.	Township Data
Resource Report	Upon receipt of the field report, reverify the compliance of the application and request a mineral report for leaseable minerals only.	(request) Mineral Report
Mineral Report	If land is now determined to be valuable for leaseable minerals, issue a Mineral Reservation Decision to applicant.	Mineral Reservation Decision
	This decision is appealable.	
	Update AALMRS.	Township Data

Input	Process	Output
	If application is determined to be deficient based on factual evidence, send case file to Government Contest.	Case File
(request) Equitable Adjudication	If the applicant has failed to meet all requirements, he may request Equitable Adjudication.	
	Issue a notice to the applicant detailing the requirements for Equitable Adjudication and requesting necessary information.	(request) Additional Info
Additional Information	If additional information is determined insufficient for Equitable Adjudication, send case file to Case Rejection.	
	If additional information is determined sufficient for Equitable Adjudication, send case file to Survey Determination.	Case File
	Update AALMRS as necessary.	Township Data
	When all requirements have been met, send case file to Title Transfer.	Case File

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: ALLOTMENT APPLICATION PROCESS
IDENTIFIER: 3

DFD: 3 of 9
DATE: 9/23/87
LEVEL: 2



ALLOTMENT APLN (AK OCCUPANCY AND USE DISK) 12/19/87 MH

Process Name: Application Validity Check

Identifier: 3.1

Parent Process Name: Allotment Application Process

Description: In this process the application is checked against applicable data to determine validity.

Policies/Procedures: Procedures used conform to the Alaska Native Allotment Handbook. (IM AK 960 87-119)

Constraints: None.

Input	Process	Output
Case File Land Status Data Township Data Legal Reference Additional Information	Check validity of application against all incoming records. If application is incomplete, request additional information from BIA.	(request) Additional Information
	If application is legally defective, send case file to Application Rejection.	
	If valid and location is not of record during ANILCA protest period, send case file to Notification of Location.	
	If valid and location is of record during ANILCA protest period, send case file to Field Report Review.	
	If applicant is member of Fanny Barr Class action suit, send case file to Public Notification.	Case File

Process Name: Public Notification

Identifier: 3.2

Parent Process Name: Allotment Application Process

Description: This process serves to notify the public of Allotment Applications which may be deemed timely filed pursuant to A-76-160 Civ. (U.S. DC Alaska). This process allows for ANILCA Protest Period of 180 days.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Application Validity Check.	
	Issue Fanny Barr Notice to applicable Newspaper.	Fanny Barr Notice
Affidavit of Publication	Newspaper returns an Affidavit of Publication.	
Certificate of Eligiblility	At any point in this process, Certificate of Eligibility is received from BIA.	
	Update AALMRS as necessary.	Township Data
Protest	If protest is received, add it to the case file and update AALMRS.	Township Data
Limited Waiver	Limited Waiver is received from Applicant.	
	Send case file to Field Report Review.	Case File
	Update AALMRS. Change case type from 75.09 (litigation) to 2561 (Native Allotment).	Township Data

ALASKA OCCUPANCY AND USE

Process Name: Notification of Location

Identifier: 3.3

Parent Process Name: Allotment Application Process

Description: Parties are informed of allotment location.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	If application is valid and location is not of record during ANILCA protest period, the case file is received from Application Validity Check.	
Case File	Otherwise, the case file is received from Field Report Review.	
	Notice of Location is issued to Parties.	Notice of Location
Protest	If a Protest is received, add it to the case file and update AALMRS.	Township Data
	If a field report has not been done, send the case file to Field Report Review.	
	If a field report has already been done, send the case file to Legal Review.	Case File

Process Name: Application Rejection

Identifier: 3.4

Parent Process Name: Allotment Application Process

Description: In this process an application found to be legally defective or valuable for locatable minerals is rejected and the case file closed of record. Decision is appealable.

Policies/Procedures: 43 CFR, Sections 1840 and 1850, and Part IV.

Constraints: None.

Input	Process	Output
Case File	Either a case file containing a legally defective application is received from Application Validity Check or a case file containing an application for lands which are deemed valuable for locatable minerals is received from Field Report Review.	
	A rejection decision is issued to Applicant with copies sent to BIA and Parties. Decision is appealable.	Decision
	Update AALMRS and Records as necessary.	Township Data Land Status Data
	If all parcels have been conveyed or closed, close case file and send it to Docket.	Case File

Process Name: Field Report Review

Identifier: 3.5

Parent Process Name: Allotment Application Process

Description: Resource Reports are reviewed.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Case file received from Application Validity Check or Notification of Location or Public Notification	
	Request Resource Reports from Resource Evaluation.	(request) Resource Reports
Resource Reports	When Resource Reports are received, if the land is shown as valuable for locatable minerals at time of filing, send the case file to Application Rejection.	
	If the resource report shows land is valuable or potentially valuable for leaseable minerals, issue Mineral Reservation Decision to applicant and parties. Decision is appealable.	Mineral Reservation Decision
	If the field report shows change of location, send the case file to Notification of Location.	
	If the Resource Report does not show land valuable for locatable or leaseable minerals and there has been no change of location, send case file to Legal Review.	Case File
	Update AALMRS as necessary.	Township Data

Process Name: Legal Review

Identifier: 3.6

Parent Process Name: Allotment Application Process

Description: In this process all incoming data is analyzed to determine whether allotment can be legislatively approved under ANILCA or requires further adjudication.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Field Report Review or Notification of Location.	
Land Status Data	Receive Land Status Data from Records.	
Township Data	Receive Township Data from AALMRS.	
Legal Reference	Receive applicable legal reference from Legal Library.	
	Analyze all incoming data with regard to each other.	
	If allotment can be legislatively approved under ANILCA, send case file to ANILCA Procedures.	Case File
	If it cannot, send the case file to Use and Occupancy Verification.	Case File

Process Name: Use-Occupancy Verification

Identifier: 3.7

Parent Process Name: Allotment Application Process

Description: In this process information is examined to verify that applicant actually used and occupied the land. If evidence is insufficient, additional information is gathered.

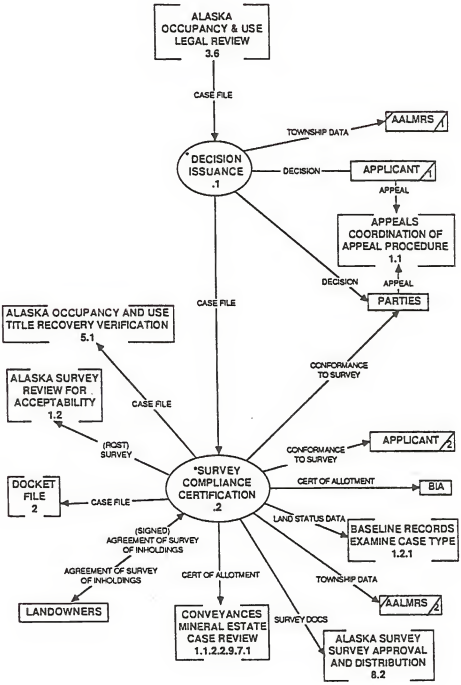
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Legal Review.	
Legal Reference	Examine evidence in the case file to verify that use and occupancy is evident according to current policy.	
	If necessary, request additional information from Applicant with copies to BIA.	(Request) Additional Information
Witness Statement	Additional information in the form of Witness Statements may be received from Applicant and/or BIA. Update AALMRS.	Township Data
	If the allotment is located on land conveyed to a party other than the applicant, send the case file to Title Recovery Verification.	Case File
	If not, send the case file to 1906 Decision Issuance.	Case File
	If evidence is still insufficient, send the case file to Government Contest.	Case File

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: ANILCA PRODECURE
IDENTIFIER: 4

DFD: 4 OF 9
DATE: 9/23/87
LEVEL:



Process Name: Decision Issuance

Identifier: 4.1

Parent Process Name: ANILCA Procedure

Description: ANILCA Legislative Approval Issued.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the case file from Legal Review.	
	Decision is issued legislatively approving Native Allotment pursuant to ANILCA. Approval decision is issued to applicant with copies to parties. Decision is appealable.	Decision
	Conflicting claims may be rejected in this document.	
	Update AALMRS as necessary.	Township Data
	Send the case file to Survey, Compliance, Certification.	Case File

Process Name: Survey, Compliance, Certification

Identifier: 4.2

Parent Process Name: ANILCA Procedure

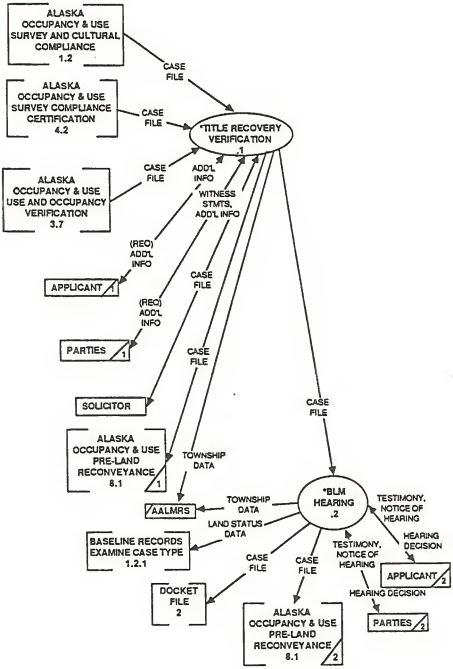
Description: Lands are surveyed. Survey is verified and conveyance is issued.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the case file from Decision Issuance. Request survey from Alaska Survey.	Survey Request
Survey Documents	Upon receipt of survey documents, issue notification of Conformance to Survey to the applicant with copies to parties.	Conformance to Survey
Agreement of Survey of Inholdings	If applicable, issue an Agreement of Survey of Inholdings to adjoining landowner to be returned with signature.	(signed) Agreement of Survey of Inholdings
	If after survey an allotment is found to be on lands previously conveyed to another party without the Native Allotment being excluded, send the case file to Title Recovery Verification.	Case File
	When survey steps are completed, issue a Certificate of Allotment to applicant through BIA.	Certificate of Allotment
	Update AALMRS and Records.	Land Status Data Township Data

Input	Process	Output
	If all parcels have been closed or conveyed, close the case file. Send the case file to Docket.	Case File
	Send a copy of Certificate of Allotment to Mineral Estate Case Review for disposition of retained mineral estate.	Certificate of Allotment


ALASKA OCCUPANCY & USE SURVEY AND CULTURAL COMPLIANCE 1.2
ALASKA OCCUPANCY & USE SURVEY COMPLIANCE CERTIFICATION 4.2
ALASKA OCCUPANCY & USE USE AND OCCUPANCY VERIFICATION 3.7
CASE FILE
CASE FILE
CASE FILE
ADD'L INFO
WITNESS STMTS, ADD'L INFO
(REQ) ADD'L INFO
APPLICANT 1
CASE FILE
(REQ) ADD'L INFO
PARTIES 1
CASE FILE
SOLICITOR
*TITLE RECOVERY VERIFICATION .1
CASE FILE
ALASKA OCCUPANCY & USE PRE-LAND RECONVEYANCE 8.1 1
TOWNSHIP DATA
AALMRS
TOWNSHIP DATA
LAND STATUS DATA
BASELINE RECORDS EXAMINE CASE TYPE 1.2.1
*BLM HEARING .2
TESTIMONY, NOTICE OF HEARING
HEARING DECISION
TESTIMONY, NOTICE OF HEARING
APPLICANT 2
HEARING DECISION
PARTIES 2
CASE FILE
CASE FILE
DOCKET FILE 2
ALASKA OCCUPANCY & USE PRE-LAND RECONVEYANCE 8.1 2

Process Name: Title Recovery Verification

Identifier: 5.1

Parent Process Name: BLM Native Allotment Hearing Process

Description: Solicitor agrees to pursue Title Recovery or BLM Hearing Process.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	If a valid claim exists on conveyed lands, the case file is received from Use and Occupancy Verification, Survey Compliance Certification, or 1906 Procedure (Survey and Cultural Compliance).	
Additional Information Witness Statements	Applicant and parties are notified and asked for additional information. Additional information and witness statements may be received.	(Request) Additional Information
	Case file is sent to Regional Solicitor for review.	Case File
	If the Solicitor concurs with the need for Title Recovery, send the case file to Pre-Land Reconveyance.	Case File
	If the Solicitor determines the evidence is insufficient to support Title Recovery, send the case file to BLM Hearing.	Case File
	AALMRS is updated as necessary.	Township Data
	If evidence is then sufficient, send the case file to Pre-Land Reconveyance.	Case File
	Hearing Decision does not need concurrence from Solicitor.	

Process Name: BLM Hearing

Identifier: 5.2

Parent Process Name: BLM Native Allotment Hearing Process

Description: Pursuant to Stipulations in Ethel Aguilar et al. VS United States, 474 F. Supp. 840 (D. Alaska, 1979), the BLM conducts a hearing. The Hearing Officer makes a final determination for the Bureau based on case file information and testimony.

Policies/Procedures: None.

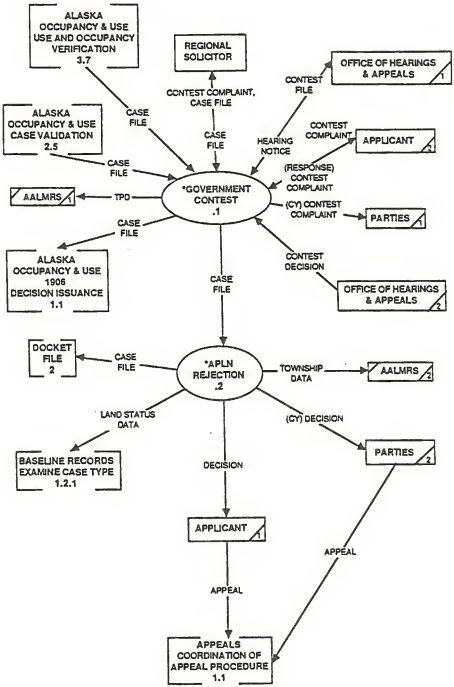
Constraints: None.

Input	Process	Output
Case File	If title recovery is needed and there is insufficient evidence of use and occupancy, the case file is received from Title Recovery Verification.	
	A Notice of Hearing is sent to the applicant (in care of Alaska Legal Services) and copies are sent to parties.	Notice of Hearing
Testimony	Testimony is received from Applicant/Parties.	
	Based on all evidence in the case file and testimony, the Hearing Officer makes a decision.	
	If the Decision is adverse to the applicant, a hearing decision is issued to the applicant and parties rejecting the application.	Hearing Decision
	This decision is final for the Department and non-appealable.	
	AALMRS and Records are updated.	Township Data Land Status Data

Input	Process	Output
	If all parcels are closed or conveyed, close the case file. Send the case file to Docket.	Case File
	If the Decision is favorable to the applicant, the case file is sent to the Pre-Land Reconveyance.	Case File

CASE TYPE: ALASKA OCCUPANCY & USE
DIAGRAM NAME: GOVERNMENT CONTEST PROCESS
IDENTIFIER: 6

DFD: 6 of 9
DATE: 9/23/87
LEVEL: 2



GOV'T CONTEST PROCESS (AK OCCUPANCY & USE DISK) 12/10/87 MB

Process Name: Government Contest

Identifier: 6.1

Parent Process Name: None.

Description: In the event that a Native Allotment is determined to be an invalid claim on the basis of factual information, a government contest is filed.

Policies/Procedures: Form 1850-1

Constraints: None.

Input	Process	Output
Case File	If there is inadequate evidence to approve an allotment, the case file is received from Use and Occupancy Verification.	
Case File	If an application is determined to be deficient based on factual evidence, receive case file from Case Validation.	
	The case file and a (proposed) Contest Complaint are sent to the Solicitor.	Case File Contest Complaint
	If the Solicitor does not concur, the case file is sent to 1906 Procedure.	Case File
Case File	When the case file containing concurrence from the Solicitor is received, a final Contest Complaint is issued to Applicant with copies to Parties.	Contest Complaint
(response) Contest Complaint	Response to Contest Complaint is received from Applicant.	
	Contest File is sent to Office of Hearings and Appeals.	Contest File

Input	Process	Output
Hearing Notice	A Hearing Notice is received from Office of Hearings and Appeals.	
Contest Decision	After the hearing is concluded, the Law Judge issues a Contest Decision.	
	If the Law Judge upholds BLM's decision, the case file is sent to Application Rejection.	
	If not, the case file is sent to 1906 Decision Issuance.	Case File
	AALMRS is updated.	Township Data

Process Name: Application Rejection

Identifier: 6.2

Parent Process Name: None.

Description: Rejection Decision is issued.

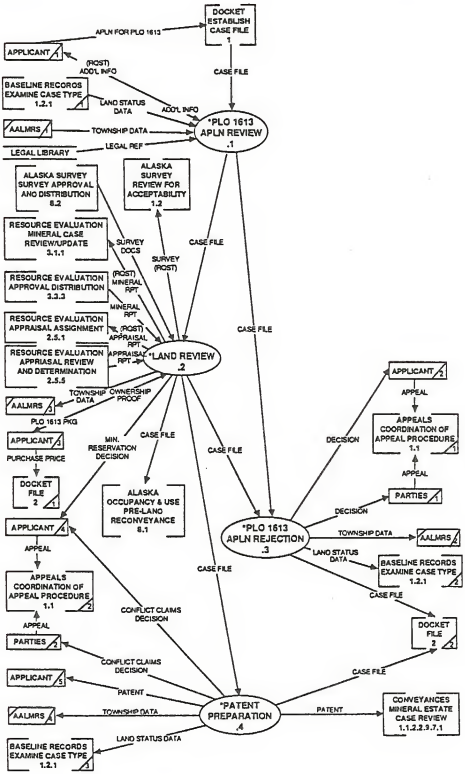
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The case file is received from Government Contest Process.	
	A rejection Decision is issued to the Applicant with copies to Parties.	
	The Decision is appealable.	Decision
	AALMRS and records are updated.	Township Data Land Status Data
	If all parcels are closed or conveyed, close the case file. Send the case file to Docket.	Case File

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: PLO 1613 PRODECURE
IDENTIFIER: 7

DFD: 7OF 9
DATE: 9/23/87
LEVEL:



Process Name: PLO 1613 Application Review

Identifier: 7.1

Parent Process Name: PLO 1613 Procedure

Description: In this process PLO 1613 applications are reviewed to determine validity. Applications must be for a highway lot which adjoins lands that were in private ownership or in valid unperfected entries, location or settlement claims on the date of Public Land Order No. 1613, April 10, 1958.

Policies/Procedures: The Act of August 1, 1956, Public Land Order (PLO) 1613 of April 10, 1958, and IM AK 87-197.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Docket.	
Legal Ref Township Data Land Status Data	Review land status of the lands adjacent to the highway lot applied for (hereafter referred to as the back lands) to see if the application meets the cirteria of PLO 1613.	
	For back lands that have been subdivided, request subdivision plat from applicant.	(request) Additional Info
Additional Info	If application does not meet the PLO 1613 criteria, send case file to PLO 1613 Application Rejection.	
	If application does meet PLO 1613 criteria, send case file to Land Review.	Case File

Process Name: Land Review

Identifier: 7.2

Parent Process Name: PLO 1613 Procedure

Description: In this process information is reviewed to ensure that the criteria for PLO 1613 are met and that the claimant is the current back land owner.

Policies/Procedures: Public Land Order (PLO) 1613 of April 10, 1958, and IM AK 87-197.

Constraints: None.

Input	Process	Output
Case File	Receive case file from PLO 1613 Application Review.	
Mineral Report	Request/receive leaseable mineral report from Resource Evaluation.	(request) Mineral Report
	If report shows the lands to be potentially valuable for minerals, issue a Mineral Reservation decision.	Mineral Res Decision
	If the report shows not the lands not to be valuable, continue with the process.	
Survey Documents	Request/receive Survey.	Survey Request
	Request appraisal.	(request) Appraisal Report
	If survey shows that the lands applied for have been conveyed to a party other than the applicant, send the case file to Pre-Land Reconveyance.	Case File

ALASKA OCCUPANCY AND USE

Input	Process	Output
Appraisal Report	When appraisal is received, issue a PLO 1613 package to Applicant. If the application is for an unsurveyed highway lot, the PLO 1613 package includes a notice of Conformance to Survey.	PLO 1613 Package
	If the application is for a surveyed lot, notice is not needed.	
	Request purchase price and affidavit of ownership from applicant.	
Ownership Proof Purchase Price	When affadavit of ownership and purchase price are received, send case file to Patent Preparation.	
	If the applicant does not submit the purchase price, send the case file to PLO 1613 Application Rejection.	Case File
	Update AALMRS as necessary.	Township Data

Process Name: PLO 1613 Application Rejection

Identifier: 7.3

Parent Process Name: PLO 1613 Procedure

Description: Application does not meet the criteria of PLO 1613 or comply with the requirements and is rejected.

Policies/Procedures: PLO 1613 and Handbook IM AK 87-197

Constraints: None.

Input	Process	Output
Case File	Case file is received from PLO 1613 Application Review or Land Review.	
	Issue a decision rejecting the application to Applicant with copies to Parties.	Decision
	Decision is appealable.	
	Update AALMRS and Records.	Township Data Land Status Data
	If entire selection has been rejected, close case file.	
	Send case file to Docket.	Case File

Process Name: Patent Preparation

Identifier: 7.4

Parent Process Name: PLO 1613 Procedure

Description: Equitable Title is vested to the applicant.

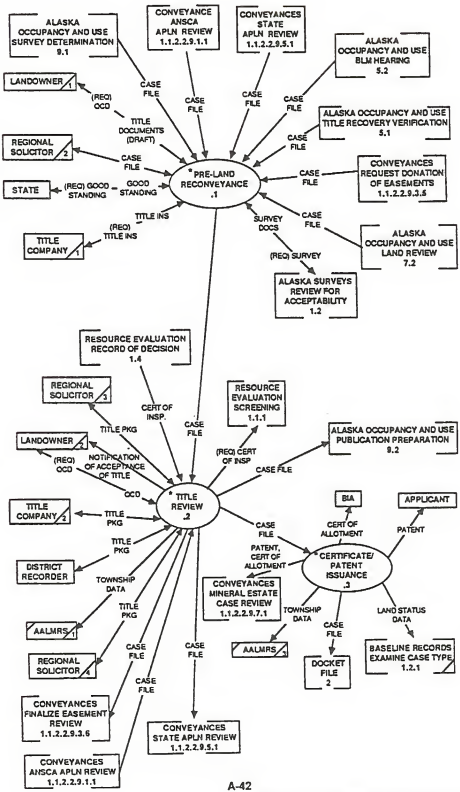
Policies/Procedures: PLO 1613 and Handbook IM AK 87-197

Constraints: None.

Input	Process	Output
Case File	Case file is received from Land Review.	
	Conflicting applications are adjudicated and rejected by an appealable decision with copies going to the applicant.	Conflict Claims Decision
	If rejection decision is not appealed, issue a Patent to the Applicant with a copy to Conveyances (Mineral Estate Case Review) for disposition of reserved mineral estate.	Patent
	Update AALMRS and Records.	Township Data Land Status Data
	If entire selection has been conveyed, close case file.	
	Send case file to Docket.	Case File

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: TITLE RECOVERY PROCESS
IDENTIFIER: 8

DFD: 8 OF 9
DATE: 9/23/87
LEVEL: 2



TITLE RECOVERY PROCESS (AK OCCUPANCY & USE DFD) 12/10/87 MB

Process Name: Pre-Land Reconveyance

Identifier: 8.1

Parent Process Name: Title Recovery Process

Description: Survey Documents are received and Preliminary Title Documents are reviewed.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the case file from Land Review, State Application Review, Title Recovery Verification, ANCSA Application Review, BLM Hearing, Request Donation of Easement, or Survey Determination. If the land is not adequately surveyed, request a survey.	Survey Request
Survey Documents	Survey documents are received.	
	Request a draft Quit Claim Deed (QCD) from landowner.	(request) Quit Claim Deed
Title Documents	Receive Draft Title Documents from landowner.	
	If the landowner refuses to return the title, the case file is sent to the Solicitor, who initiates suit for title.	Case File
Case File	If suit is successful,the case file is returned to Pre-Land Reconveyance.	
	If the landowner is other than the State, request Title Insurance from the Title Company.	(request) Title Insurance
Title Insurance	Preliminary title insurance is received.	

Input	Process	Output
	Request State Dept. of Commerce for verification of Native Corporations good standing.	(request) Good Standing
Good Standing		
	Once all documents are received, send case file to Title Review.	Case File

Process Name: Title Review

Identifier: 8.2

Parent Process Name: Title Recovery Process

Description: In this process Title Package is assembled and Final Title documents are recorded in the State of Alaska Recorder's Office.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Case file received from Pre-Land Reconveyance.	
Title Package	Preliminary Title Package is sent to the Solicitor. The Solicitor's opinion is included in the Title Package and the Title Package is returned to Title Review.	Title Package
	If the Solicitor notes deficiencies, they are corrected. If there are no deficiencies, a Request for Certificate of Inspection is issued to Resource Evaluation. This may be waived in the case of large tracts of land.	(request) Certificate of Inspection
Certificate of Inspection	Receive Certificate of Inspection.	
	Request executed QCD from landowner.	(request) Quit Claim Deed
Quit Claim Deed	Upon receipt of executed QCD, the BLM officially accepts title from the landowner.	
	If the landowner was not the State of Alaska, the Final Title Package is sent to the Title Company,	

Input	Process	Output
	requesting Final Title Insurance. The Title Company then records the Quit Claim Deed and BLM acceptance. Title Insurance is included into the Final Title Package, returned to Title Review, and made part of the case file.	Title Package
Title Package		
	If the landowner was the State of Alaska, the Final Title Package is sent to the District Recorder. When the Title Package is returned from the District Recorder, it is made part of the case file.	Title Package
Title Package		
	Update AALMRS as necessary.	Township Data
	Copies of the final Title Package are sent to the Solicitor for final opinion.	Title Package
	When final opinion is received, a Notification of Acceptance of Title is issued to Landowner.	Notification of Acceptance of Title
Title Package	If lands are for ANCSA, State, or 17(b) process, send the case file to ANCSA Application Review, State Application Review, or Finalize Easement Review.	
	If the case file had come from Survey Determination, send it to Publication Preparation.	
	If the lands are not for ANCSA, State, or 17(b) process, the case file is sent to Certificate/Patent Issued.	Case File

Process Name: Certificate/Patent Issuance

Identifier: 8.3

Parent Process Name: Title Recovery Process

Description: In this process Title is transferred from the BLM to the Applicant.

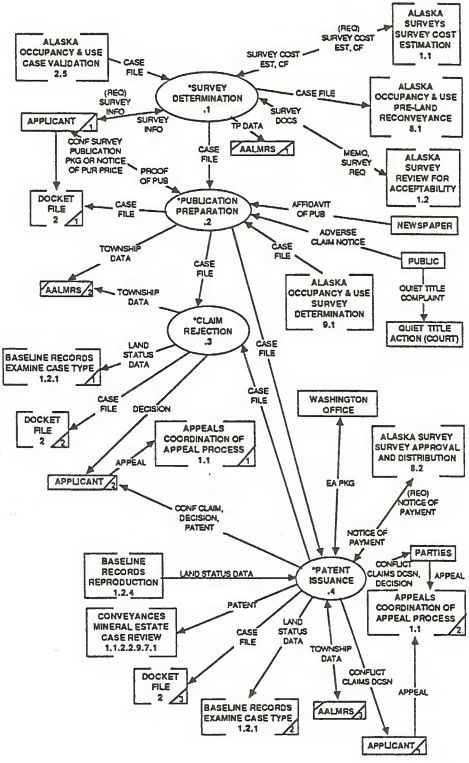
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The case file is received from Title Review.	
	If the conveyance is for a Native Allotment, issue a Certificate of Allotment to the applicant through BIA.	Certificate of Allotment
	If the conveyance is for an applicant other than a Native allottee, issue a patent to the applicant.	Patent
	AALMRS and Records are updated.	Township Data Land Status Data
	If all parcels are closed or conveyed, close the case file. The case file is sent to Docket.	Case File
	A copy of Certificate of Allotment or Patent is sent to Mineral Estate Case Review for disposition of any retained mineral estate.	Certificate of Allotment Patent

CASE TYPE: ALASKA OCCUPANCY AND USE
DIAGRAM NAME: TITLE TRANSFER
IDENTIFIER: 9

DFD: 9 of 9
DATE: 9/23/87
LEVEL: 2



Process Name: Survey Determination

Identifier: 9.1

Parent Process Name: Title Transfer

Description: In this process, survey is requested for the claim if it has not already been surveyed. The BLM pays for Homesite survey, or the applicant may hire a private surveyor. The cost of survey for a Trade and Manufacturing Site or Headquarters Site is borne by the applicant.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Receive the case file from Case Validation. If the application is for a Headquarters Site or Trade and Manufacturing Site, the applicant pays survey costs. Therefore an estimate of survey costs must be requested from survey. The case file is sent along with the request.	(request) Survey Cost Estimate Case File
Survey Cost Estimate Case File	Upon receipt of estimated survey costs, issue a notice of cost estimate to the Applicant. If the application is for a Homesite, the BLM pays the survey costs; however, due to BLM time frames, the applicant is given the option to hire a private surveyor.	(request) Survey Information
Survey Information	If the applicant wishes that BLM conduct the survey, request survey from Cadastral.	Survey Request

Input	Process	Output
	If the applicant wishes to hire a private surveyor, notify Cadastral.	Memorandum
Survey Documents	Receive survey plat and file it in the case file.	
	If after survey the application is found to be on land conveyed to a party other than the applicant, send the case file to Pre-Land Reconveyance.	
	Otherwise, send the case file to Publication Preparation.	Case File
	Update AALMRS.	Township Data

Process Name: Publication Preparation

Identifier: 9.2

Parent Process Name: Title Transfer

Description: Unless legislatively approved under the Alaska National Interest Lands Conservation Act of 1980, notice of the claim must be published.

Policies/Procedures: ANILCA, Sec. 1328

Constraints: None.

Input	Process	Output
Case File	The case file is received from Survey Determination or Title Review.	
	If publication is not required, issue a notice of Purchase Prices Required and Conformance to Survey Required to applicant.	Notice of Purchase Price
	If publication is required, assemble the publication package and issue it to the applicant for publishing in the applicable newspaper.	Publication Package
Affidavit of Publication	When publication is initiated, the newspaper returns an affidavit of publication.	
Proof of Publication	When publication is completed, the applicant returns proof of publication and sends the purchase price to Docket.	
	Update AALMRS as necessary.	Township Data
Adverse Claim Notice	If a Quiet Title action is filed as a result of publication, quiet title action is intitated. The case file is sent to Docket.	Case File

Input	Process	Output
	If the applicant does not follow through with publication or purchase price requirements, the case file is sent to Claim Rejection.	Case File
	Otherwise, the case file is sent to Patent Issuance.	Case File

Process Name: Claim Rejection

Identifier: 9.3

Parent Process Name: Title Transfer

Description: In this process, the claim is rejected if the applicant does not fulfill all requirements for patent or if the land is not available for settlement.

Policies/Procedures: ANILCA, Sec. 1328

Constraints: None.

Input	Process	Output
Case File	The case file is received from Publication Preparation or Patent Issuance.	
	If the applicant fails to submit proof of publication when required to do so, the claim is rejected by appealable decision.	Decision
	When the Director does not concur with granting claim under Equitable Adjudication, the claim is rejected by appealable decision.	Decision
	Update AALMRS and Records as necessary.	Township Data Land Status Data
	If parcel in application has been rejected or conveyed, close the case file.	
	Send case file to Docket.	Case File

Process Name: Patent Issuance

Identifier: 9.4

Parent Process Name: Title Transfer

Description: After all requirements for a specific land claim are fulfilled, the conveyance document (patent) is issued to claimant.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	The case file is received from Publication Preparation.	
Notice of Payment	If the applicant has incurred any survey costs, request and receive verification that survey costs have been met.	(request) Notice of Payment
	If the BLM paid for the survey, no proof of payment is required.	
Township Data Land Status Data	Check validity of all incoming records.	
	Issue a decision rejecting any conflicting land claims to Applicant and Parties. The Decision is appealable.	Conflict Claims Decision
	If no appeal is filed, issue a Patent to the Applicant. A copy of the patent is sent to Conveyances (Mineral Estate Case Review) for mineral estate adjudication.	Patent
	Update AALMRS and Records.	Township Data Land Status Data
	Send the case file to Docket.	Case File

Input	Process	Output
	If adjudication has decided to pursue Equitable Adjudication, submit Equitable Adjudication Package to Director.	Equitable Adjudication Package
Equitable Adjudication Package	If the Director concurs, reject conflicting land claims by an appealable decision issued to Applicant and Parties.	Conflict Claims Decision
	Issue Patent to applicant with a copy to Conveyances.	Patent
	Update AALMRS and Records.	Township Data Land Status Data
	Send the case file to Docket.	Case File
	However, if the Director does not concur with equitable adjudication, send the case file to Case Rejection.	Case File

ALASKA OCCUPANCY AND USE

OCCUPANCY AND USE, ALASKA

DATA DICTIONARY

Data Name	Acknowledgement
Abbreviation	
Description	Copy of the Notice of Location is signed by authorized BLM Official and returned to the applicant.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM
Definition	NOL + $copy of Regs

Data Name	Additional Information
Abbreviation	
Description	Additional information is furnished by the Applicant if the application/Notice of Location is deficient.
Data Type	Data Flow
Ability to View	All
Ability to Update	Applicant
Definition	$Decision/Notice

Data Name	Adverse Claim Notice
Abbreviation	
Description	Information received concerning the illegality or invalidity of the asserted claim which may lead to a Quiet Title complaint.
Data Type	
Ability to View	All
Ability to Update	All
Definition	$letter

Data Name	Affidavit of Publication
Abbreviation	aff-pub
Description	A publisher submits an affidavit proving that the notice of final proof was published for the required period of time. This is executed by a signed statement at the end of the Proof Notice.
Data Type	Data Aggregate
Ability to View	All
Ability to Update	Publisher
Definition	$Signed Statement

Data Name	Agreement of Survey of Inholdings
Abbreviation	
Description	When survey shows an allotment in a different location than it appeared to be prior to survey and the adjoining area was conveyed without survey to the State or a Native corporation excluding the allotment, the landowner agrees to the boundaries of the surveyed allotment.
Data Type	Record
Ability to View	All
Ability to Update	Landowner
Definition	$Signed Statement

Data Name	Alaska Automated Lands and Minerals Record System
Abbreviation	AALMRS
Description	Alaska Computerized Case Recordation Information
Data Type	Records
Ability to View	BLM
Ability to Update	BLM
Definition	$Case History + $Land Status

Data Name	Appeal
Abbreviation	appeal
Description	If the applicant or "party" does not agree with the decision, he/she can file an appeal with IBLA and the public courts. This is a civil law process that entirely removes a controversy to an appellate court/IBLA for the purposes of obtaining review and possible retrial.
Data Type	Data Flow
Ability to View	All
Ability to Update	Interested Party
Definition	$Written Statement + ($Other Pertinent Data)

Data Name	Application
Abbreviation	apln
Description	Preprinted form containing appropriate information as listed below.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	$Applicant Name + $Address + $Eligibility (Indian/Aleut/Eskimo) + $.blank.indent -22 Description of Land Claimed + $Date of Use and Occupancy + $[Signature/mark] + $Date [Signed/marked] + $BIA Certification

Data Name	Application for PLO 1613
Abbreviation	apln 1613
Description	Application for PLO 1613 case.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	$letter + $land description + $applicant signature + $applicant address

Data Name	Application to Purchase
Abbreviation	apln to purchase
Description	A letter containing the appropriate information requesting purchase of the land and petition for survey (if necesary).
Data Type	Data Flow
Ability to View	All
Ability to Update	Applicant
Definition	$letter = (name + address + age + citizenship status + land description + 2 witness statements + filing fee + proof of improvements)

Data Name	Appraisal Report
Abbreviation	appr rpt
Description	Real estate valuation of the property to be conveyed.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	$Form 9300-8

Data Name	Bureau of Indian Affairs
Abbreviation	BIA
Description	Department of the Interior Agency that has trust guardianship for Alaska Native Allotments.
Data Type	External Entity
Ability to View	N/A
Ability to Update	N/A
Definition	N/A

Data Name	Case File
Abbreviation	cf
Description	An official folder containing all documentation, correspondence, reports, and findings involved during the specified case action. Each case file is established to hold all pertinent facts relating to the case and retained in Docket and is identified by a unique serial number.
Data Type	Data File
Ability to View	BLM Controlled
Ability to Update	BLM Personnel and Other Federal Agencies Only
Definition	Serial Number + Resource Reports + $Findings + $Legal Reports + $Application + $Recommendations + $Correspondence + ($Other Pertinent Data)

Data Name	Certificate of Allotment
Abbreviation	C of A
Description	Trust deed to legally transfer restricted title to applicant through BIA.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Trust deed

Data Name	Certificate of Eligibility
Abbreviation	Cert of Eligibility
Description	Letter from BIA stating that applicants are eligible for Alaska Native Allotments.
Data Type	BLM
Ability to View	BIA
Ability to Update	
Definition	$Applicants + $Serial Number + $Statement of Eligibility

Data Name	Certificate of Inspection
Abbreviation	cert of insp
Description	A written report of the findings of the on-the-ground field inspection shows that land is unchanged in character and no encroachments have occurred. See standards for the preparation of Title Evidence and Land Acquisitions by the United States Department of Justice, 1970.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Written Statement

Data Name	Conflict Claims Decision
Abbreviation	conf claim dcsn
Description	This is a formal Administrative decision issued to parties with applications encumbering the claim. This is an appealable decision.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Rejection of conflicting application.

Data Name	Conformance to Survey
Abbreviation	Conf Survey
Description	Notification to applicant that the allotment survey has been officially filed. Applicant is given 30 days to alert BLM if survey does not encompass his/her area of use. Copies to interested parties.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Survey Description

Data Name	Contest Complaint
Abbreviation	cntst complaint
Description	A Government contest complaint containing charges is sent to the applicant requesting answers to the proposed discrepancies. Such charges typically address such issues as insufficient proof of use and occupancy, or failure of the applicant to comply with the requirements of the law.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Legal Document

Data Name	Contest Decision
Abbreviation	contest dcsn
Description	An Administrative Law Judge conducts the hearing and renders the appropriate decision after the hearing is concluded. This decision may uphold BLM's contest (in which the application is rejected) forcing the applicant to appeal the decision to IBLA. If BLM is overruled, the case is remanded to BLM for further action.
Data Type	Record
Ability to View	All
Ability to Update	Administrative Law Judge
Definition	$Written Statement

Data Name	Contest File
Abbreviation	cntst file
Description	A folder which contains a copy of the original application, the contest complaint, the original answer to the complaint (with any accompanying correspondence or documents), and a copy of the current land status report (MTP) is sent to the Hearing Division for prima facie proceedings.
Data Type	Data File
Ability to View	BLM
Ability to Update	BLM
Definition	$Case File Data + Contest Complaint + Response to Contest Complaint + Master Title Plat

Data Name	Cultural Report
Abbreviation	
Description	Before conveyance, under Section 106 of the Historic Preservation Act of 1966, the BLM is required to review all allotments adjudicated under the 1906 procedure for possible cultural resource value. A cultural report containing clearance or not, is received from BIA or Resource Evaluation.
Data Type	Record
Ability to View	All
Ability to Update	BIA, BLM
Definition	$Report + $Clearance

Data Name	Decision
Abbreviation	dscn
Description	Approval or disapproval of an application. This is a formal administrative decision issued to applicant with copies to interested parties. It is appealable to IBLA and/or public courts.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[Approval/Disapproval] of application

Data Name	Equitable Adjudication
Abbreviation	EA
Description	Statement of reasons why applicant failed to meet requirements and a request that the case be adjudicated by giving special consideration to the unique situation.
Data Type	
Ability to View	All
Ability to Update	BLM
Definition	$Letter

Data Name	Equitable Adjudication Package
Abbreviation	EA Pkg
Description	Statement of noncompliance and reasons for noncompliance.
Data Type	
Ability to View	All
Ability to Update	BLM
Definition	$Memorandum + $Form 1870-1 + case file

Data Name	Fanny Barr Notice
Abbreviation	
Description	Notice for publication consisting of applicants accepted as members of Fanny Barr class action suit. Applications were timely filed with government contractor but not timely forwarded to BIA. Court deemed application as timely filed with restrictive stipulations. Fanny Barr vs. United States of America, Civil No. A76-160.
Data Type	Data Flow
Ability to View	All
Ability to Update	All
Definition	$Applicant Member of Fanny Barr Class Action Suit

Data Name	Filing Fee
Abbreviation	fee
Description	A fee is paid when filing the NOL/Application and another nonrefundable fee if paid when filing a application to purchase. Fee is refundable in cases where the land is not subject to disposition under the Alaska Settlement laws.
Data Type	Data Element
Ability to View	All
Ability to Update	N/A
Definition	$Money

Data Name	Good Standing
Abbreviation	
Description	Written or oral verification from Alaska Department of Commerce that Native corporation is in good standing according to State laws.
Data Type	Data Flow
Ability to View	All
Ability to Update	Department of Commerce
Definition	$[Verbal Statement/Written Statement]

Data Name	Hearing Decision
Abbreviation	
Description	The BLM Hearing Officer issues a Hearing Decision which rejects the application. This is non-appealable and final for the Bureau.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Rejection Decision

Data Name	Hearing Notice
Abbreviation	hearing-notice
Description	The Administrative Law Judge sets the place, date, and time for the hearing that will address any contest of entry issues. This notice is sent to the applicant and BLM.
Data Type	Record
Ability to View	All
Ability to Update	Administrative Law Judge
Definition	$Written Statement

Data Name	Historical Index
Abbreviation	HI
Description	Chronological history of actions affecting land status. stored in Records.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$History of Actions Affecting Land Status

Data Name	Landowner
Abbreviation	
Description	The State of Alaska or an Alaska Native Corporation.
Data Type	External Entity
Ability to View	N/A
Ability to Update	N/A
Definition	[State/Native Corporation]

Data Name	Land Status Data
Abbreviation	lsd
Description	Information concerning a particular parcel of land including its legal description cadastral survey status, the non-federal rights or privileges which attach to it or its resources, and withdrawals or special laws which apply to it. Sent from land status records to assist the COT review for acceptability.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Master Title Plat + Historical Index

Data Name	Legal Library
Abbreviation	
Description	Storage location of legal references
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	$Legal References

Data Name	Legal References
Abbreviation	legal ref
Description	Public laws including the Native Allotment Act of 1906, as amended, Act of May 14, 1898 as amended; Federal Land Policy and Management Act of October 21, 1976; Act of March 3, 1927; Act of May 26, 1924; Act of October 1, 1956; and the Alaska National Interest Lands Conservation Act (ANILCA), P.L. 96-487. Regulations; policy and procedures handbooks (IM AK 87-119, 87-197); IBLA; public court decisions; and Public Land Orders.
Data Type	Data Aggregate
Ability to View	All
Ability to Update	All
Definition	$Public Laws + $Regulations + $Policy and Procedures + $IBLA, Court Decisions + Public Land Orders

Data Name	Limited Waiver
Abbreviation	
Description	Members of Fanny Barr class action suit agree to give up all rights to appeal FannyBarrvs.UnitedStates Civ. No. A-76-160, to sue the United States, or require the U.S. to recover title to land claimed. They agree that applications will be processed like other allotment applications, subject to ANILCA protest.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	$Signed Statement

Data Name	Master Title Plat
Abbreviation	mtp
Description	The Master Title Plat shows the current land status. It is a composite of the survey plats of a township showing ownership and land status.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Plat

Data Name	Memorandum
Abbreviation	memo
Description	Internal correspondence.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	$Originator + $date + $memo

Data Name	Mineral Report
Abbreviation	min rpt
Description	Identifies whether the lands is valuable for leasable or locatable minerals.
Data Type	Data Set
Ability to View	All
Ability to Update	BLM
Definition	$Leasable Mineral Report + $Locatable Mineral Report + (on-the-ground mineral exam)

Data Name	Mineral Reservation Decision
Abbreviation	Min res dcsn
Description	An official decision informing the applicant the lands applied for are classified for certain minerals. Decision is appealable.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Decision

Data Name	Notice
Abbreviation	
Description	Notification of possible locatable mineral value.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Originator + $date + $mineral value + $location

Data Name	Notice of Hearing
Abbreviation	
Description	Notice sent to applicant through legal council listing reasons for proposed rejection, naming the time and location of the hearing.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$reasons for proposed rejection + $time of hearing + $location of hearing

Data Name	Proof of Publication
Abbreviation	proof of pub
Description	A receipt given by a newspaper recording the fact that public notice of a parcel being conveyed was properly advertised to the public.
Data Type	Aggregate
Ability to View	All
Ability to Update	All
Definition	$Notice + $Date (+ $Cost)

Data Name	Protest
Abbreviation	
Description	For a specified period of time after mailing the "Notice of Location" or publication of Fanny Barr Notice, a protest may be filed pursuant to Sec. 905a(5) of ANILCA. Protest is filed in case file and AALMRS is updated. This information is used in the legal review process. No particular form is required.
Data Type	Data Flow
Ability to View	All
Ability to Update	Protestor
Definition	$Written Statement

Data Name	Publication Package
Abbreviation	pub pkg
Description	Notice of filing to purchase the lands in the settlement claim.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	$Notice of publication directed + $letter to newspaper + [Form ASO-1824-1/ASO 1826-1/ASO 1824-3] + $Notice of publication + $Affidavit of posting + $survey + $purchase price + $conformance to survey

Data Name	Purchase Price
Abbreviation	Pur Price
Description	Deposit for survey and/or administrative costs to BLM.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Letter

Data Name	Quiet Title Complaint
Abbreviation	quiet title
Description	Information received concerning the illegality or invalidity of the asserted claim or an objection filed as a civil action in the U.S. District Court.
Data Type	Data Flow
Ability to View	All
Ability to Update	All
Definition	$Written Statement

Data Name	Quit Claim Deed
Abbreviation	QCD
Description	Title transference document reconveying land or rights from landowner to government.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Title Document

ALASKA OCCUPANCY AND USE

Data Name	Records
Abbreviation	
Description	Copies of the official BLM Records as related to the current case being adjudicated (MTP, HI, etc.).
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	MTP + HI + $Maps + $Survey

Data Name	Request for Inspection
Abbreviation	rqst-inspect
Description	A request to the BLM District Office is made to conduct an on-the-ground inspection to determine that land has not been changed in character by anyone other than the applicant.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Written Statement

ALASKA OCCUPANCY AND USE

Data Name	Resource Reports
Abbreviation	Res rpts
Description	Consists of field report and mineral reports. For field report, an on-the-ground exam is conducted to determine correct location, evidence of use and occupancy, potential conflicts, and survey instructions.
Data Type	Data Set
Ability to View	All
Ability to Update	BLM
Definition	$Field Report + (Mineral Reports)

Data Name	Response to Complaint
Abbreviation	
Description	Applicant's statement of opposition to government contest complaint. Request for hearing and hearing location, statement of reasons.
Data Type	Record
Ability to View	All
Ability to Update	Applicant
Definition	$signed statement

Data Name	Survey Cost Estimate
Abbreviation	Cost Est
Description	A price that is required for surveying the claim.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Memorandum + cost estimate [BLM cost for survey/administrative cost]

Data Name	Survey Documents
Abbreviation	survey docs
Description	All information prepared by a surveyor concerning a given parcel that is otherwise ready to patent.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	$Plats + $Survey Notes

Data Name	Survey Information
Abbreviation	Survey Info
Description	Deposit requested to conduct a survey or process a survey from a private surveyor.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	$Notice + $cost estimate

ALASKA OCCUPANCY AND USE

Data Name	Survey Request
Abbreviation	
Description	A request from adjudication to Cadastral to survey a particular parcel that is otherwise ready for patenting.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	$Field Report + $Written Request

Data Name	Testimony
Abbreviation	testimony
Description	Testimony is provided by an applicant and any interested parties at a BLM hearing, concerning validity of applicant's claim.
Data Type	Data Flow
Ability to View	All
Ability to Update	Interested Parties, Applicant
Definition	[$Written Statement > $Verbal Statement]

Data Name	Title Documents
Abbreviation	
Description	Documents received from landowner to reconvey land to federal government. State would provide QCD and Certificate of Title (which serves as title insurance). Native corporation would provide QCD and corporation resolution authorizing QCD.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	QCD + (Certificate of Title) + (Corporate Resolution)

Data Name	Title Insurance
Abbreviation	
Description	Guarantee from Title Company that title to land is unencumbered.
Data Type	Record
Ability to View	All
Ability to Update	Title Company
Definition	$Title Guarantee

Data Name	Title Package
Abbreviation	
Description	A group of documents collected for the process of title recovery.
Data Type	Data/Record Aggregate
Ability to View	All
Ability to Update	All
Definition	[Title Insurance/Certificate of Title] + QCD + (Corporate Resolution) + (Inspection Report) + (Solicitor Title Opinion) + (Good Standing) + (BLM Acceptance)

Data Name	Township Data
Abbreviation	tpd
Description	AALMRS records showing all applications, withdrawals affecting lands and the status of those applications. A history of actions is also recorded for each application. Used to determine conflicts and availability of land.
Data Type	Records
Ability to View	All
Ability to Update	BLM
Definition	[$Applications +/$Withdrawals] + $Status + $History

Data Name	Transmittal Letter
Abbreviation	
Description	Letter transmitting certificate of allotment.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM
Definition	$Written Statement

Data Name	Witness Statement
Abbreviation	Witness Stmts
Description	Signed affidavit attesting to personal knowledge of use and occupancy claimed by applicant.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	$Signed Statement